

# EASTERN DISTRICT OF TENNESSEE BANKRUPTCY COURT



**Case Management/Electronic Case Filing  
(CM/ECF)  
Trustee Training**

# NOTES

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# NOTES

# *Welcome to Case Management/Electronic Case Filing (CM/ECF)*

Today's course is not intended to be an all-inclusive course for all situations- rather it is designed to present an overview of the system and allow you to become comfortable with CM/ECF.

A Court Trainer will conduct today's session with the assistance of one or two Case Administrators. Feel free to ask questions as they arise, although some questions may need to be deferred until after the session due to time constraints. (**Note:** *In some cases your monitor may differ slightly from some of the illustrations presented here.*)

The CM/ECF (training) database can be accessed at the following Web address:

<https://ecf-train.tneb.uscourts.gov/>

CM/ECF works best with Netscape Communicator Version 4.79. See our Web site for more information on Hardware/Software specifications.

CM/ECF login screen

**ECF/PACER Login**

**Notice**  
This is a **Restricted Web Site** for Official Court Business only. Unauthorized entry is prohibited and subject to prosecution under Title 18 of the U.S. Code. All activities and access attempts are logged.

**Instructions**  
Enter your ECF login and password for electronic filing capabilities. If you do not need filing capabilities, enter your PACER login and password. If you do not have a PACER login, contact the PACER Service Center to establish an account. You may register online at <http://pacer.psc.uscourts.gov> or call the PACER Service Center at (800) 676-6836 or (210) 301-6440.

An access fee of **\$08** per page (rate increase effective January 1st, 2005), as approved by the Judicial Conference of the United States, will be assessed for access to this service. All inquiries will be charged to your PACER login that is kept on file. If you do not need filing capabilities, enter your PACER login and password. The Client code is provided to the PACER user as a means of tracking transactions by client. This code can be up to thirty two alphanumeric characters long.

**Authentication**

Login:

Password:

client code:

CM/ECF has been tested and works correctly with Netscape 4.6x, Netscape 4.7x and Internet Explorer 5.5.

Type your login and password, then Click "Login"

Your Login has been set up as "**t**" for **Trustee** followed by your last name and first letter of your first name and middle initial. ALL LOWER CASE. (e.g. Robert C. Smith would login as **tsmithrc**).

The first screen presented is the main CM/ECF screen. Notice the blue title bar across the top of the screen

### Main CM/ECF Menu Screen

**Click the various titles to reveal the options in each category.**

Clicking the question mark brings up a “context sensitive” help screen to explain options for that screen.

### Context-sensitive Help Screen

Option	Description
Bankruptcy	To see a menu of Bankruptcy Events (not available to public users).
Adversary	To see a menu of Adversary Events (not available to public users).
Query	To enter a case number, then see a menu of query options.
Reports	To see a menu of standard reports.
Utilities	To see a menu of utilities.
Logout	To log out of CM/ECF and see the login screen.
?	See a help file for the screen you are viewing.

Updated 09/07/00 (mainmenu.htm)

close

Click the close button on your CM/ECF screen.

## Opening An Adversary Proceeding

Opening an adversary proceeding involves entering the necessary information regarding the plaintiff, defendant, and basic statistical data. The complaint is incorporated into this process and will not need to be docketed separately. During the filing of this event (unlike the opening of a Bankruptcy Case), **the attorney for the plaintiff must select himself/herself at the attorney selection screen.**

- When an adversary proceeding is opened, the complaint information is spread over to the main bankruptcy case.

CM/ECF Main Menu



Click 'Adversary' on the blue menu bar at the top of your screen.

Adversary Events screen



Click on the 'Open AP Case'

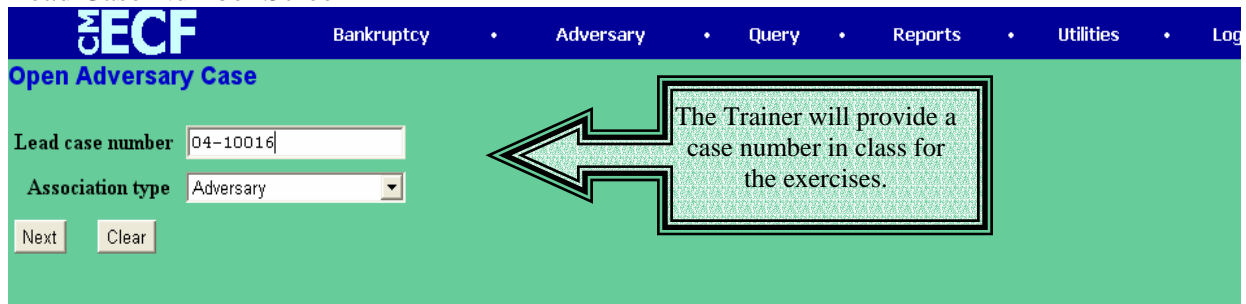
### Open Adversary Case screen



- The **Case Type** value defaults to **ap** for adversary proceeding.
- The current date is displayed next to **Date Filed**.
- The **Complaint** field defaults to 'y' for yes to indicate that a complaint is being filed.
- The **ap** number will be generated at the end of this process. Make sure you record the number.

Click 'Next'.

### Lead Case Number Screen



Fill in the Lead Case Number in **yy-nnnnn** format, including the hyphen.

The **Association type** defaults to Adversary. Other selections are Bankruptcy Proceeding, Consolidated, Jointly Administered, and Related. **Leave the default.**

Click 'Next'.

The **CASE ASSIGNMENT** screen displays. Case assignment is based on the underlying (lead) Bankruptcy case.

#### Case Assignment Screen

Click 'Next'

The **PARTY SEARCH** screen appears. (See below for Search Hints)

Before adding a party, it is recommended that one search the database for the filer. One can search by Social Security Number, Tax Identification Number, Last Name or Business Name. Enter the last name of the party to be searched. If this is a business filing, enter the first word of the name to search the database. The entire business name is stored in the **Last/Business name** field. The field size is 200 characters.

#### Search for Party Screen

Enter the plaintiff's last/business name (Ray) and click 'Search'.

**NOTE:** If just the asterisk is used, the system displays the following dialog box stating, "A minimum of two consecutive characters of the Last name is required for name search". You cannot use the asterisk \* by itself as search criteria.

#### Search Hints:

- Enter a limited search string in at least one field of data to search.
  - Format Social Security Number or Tax ID with hyphens.
  - Include punctuation. (O'Brien, Zeta-Jones)
  - Try alternate search clues if your first search is not successful.
  - Partial names (minimum of two characters) can be entered.
  - Wild cards (\*) are not required at the end of search strings.
- Wild cards may be used before or within search strings. (\*son,Gr?y)
- You cannot **search by an asterisk**

## Party Search Results Screen

Your search may produce multiple results. If no results appear- click on ‘Create new party’ and add the Party.

- **NOTE:** If the designated party was already on the database, (as above) the Party Search Results screen will provide a listing of parties matching your search criteria. In that situation, you would select the party by highlighting the name with your mouse and click on the “**Select Name from List,**” If you are choosing a party that is already in the database verify the address to be sure that you are selecting the correct party.

Upon clicking “Create new party” this will appear:

## Party Information Screen

The **Prose** field defaults to no. Leave the default.

The **Party Text** field is used for further party description, such as A Tennessee Corporation or Trustee for the Estate of. This information will appear on the caption of the docket report.

**Complete the Party Information Screen as shown above. Click ‘Attorney’.**

## **IMPORTANT:** For adversary openings **ONLY**.

- Your attorney record already exists on the court's database in an attorney roll that is maintained by court staff.
- The **ATTORNEY SEARCH** screen allows you to retrieve your attorney record by Last Name or by the Attorney Bar ID number. (You can also search using a partial Last Name minimum of 2 letters.)

### Search for Attorney Screen

Search for an attorney

Bar Id

Last name

You will be provided this information by your Trainer

Enter your Last Name (For class-enter your login) Then Click 'Search'.

### Attorney Search Results Screen

Search for an attorney

Bar Id

Last name

Attorney search results

Ray, Thomas E.  
Raymond, Lorraine

Select name from list


Person Address - Netscape

Thomas E. Ray  
Bar Id: 001211  
Phone: 423-892-2006  
130 Jordan Drive  
Chattanooga, TN 37421

Selecting a name created a pop-up box showing party's mailing address.

Select the appropriate name from the Attorney search results box. The Person Address Pop-up Box allows us to further distinguish between like-names in the Attorney Results list. Highlight your name and click on 'Select name from list'.

## Attorney Information Screen

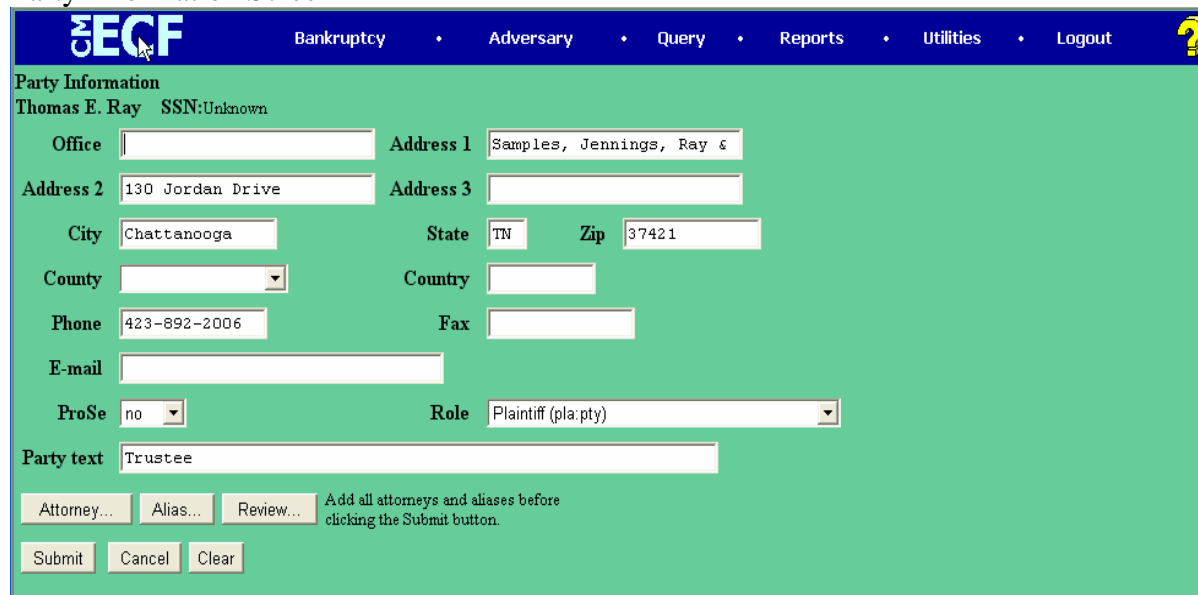
 Bankruptcy • Adversary • Query • Reports • Utilities • Logout	
<b>Attorney Information</b> (Party Ray, ) <b>Thomas E. Ray</b> Bar Id:001211 Bar Status:Unknown	
Office	Address 1 130 Jordan Drive
Address 2	Address 3
City Chattanooga	State TN
Zip 37421	Country
Phone 423-892-2006	Fax
E-mail	Lead attorney yes
Add attorney Cancel attorney Clear	
Click the Add attorney or Cancel attorney button to return to the Party screen and add other attorneys, add aliases, or submit all information for this party.	

Click “Add Attorney”

The **ATTORNEY INFORMATION** screen displays the master attorney record from the court attorney roll. Your attorney record can accommodate only one address. If the address for this case is different, make the changes to this screen. This will change professional and mailing information ***FOR THIS CASE ONLY***.

After verifying this information, click “**Add Attorney**” to associate this record with your plaintiff.

## Party Information Screen



**Party Information**  
Thomas E. Ray SSN:Unknown

Office  Address 1

Address 2  Address 3

City  State  Zip

County  Country

Phone  Fax

E-mail

ProSe  Role

Party text

Attorney... Alias... Review... Add all attorneys and aliases before clicking the Submit button.

Submit Cancel Clear

**Before submitting this screen, you may review the information you have entered so far by clicking the “Review” button.**

## Review Attorney/Plaintiff Association Screen



**Review attorneys and aliases**  
Thomas E. Ray

*Uncheck to remove from list*

**Attorneys added:**

☒ Ray, Thomas E.  
130 Jordan Drive  
Chattanooga, TN 37421

**Aliases added:**

None added.

Return to Party screen Clear

**Click on [Return to Party screen].**

## Party Information Screen

**Party Information**  
 Thomas E. Ray SSN:Unknown

Office  Address 1

Address 2  Address 3

City  State  Zip

County  Country

Phone  Fax

E-mail

ProSe  Role

Party text

Attorney... Alias... Review... Add all attorneys and aliases before clicking the Submit button.

Submit Cancel Clear

You have added the plaintiff. You have added yourself as the attorney for the plaintiff. If there are no more plaintiffs, the next step is to add the defendant(s). Click '**Submit**'.

## Party Search Screen

**Open Adversary Case**

Search for a party

SSN  Tax Id

Last/Business name

Search Clear

End party selection

Enter party information for the defendant.

The Complaint lists Beneficial Tennessee as the Defendant. Type all or part of that name into the Last/Business name box to search for your first defendant. You may also search by social security number and Tax ID number. Click "Search".

### Party Search Results Screen

The screenshot shows the ECF Party Search Results Screen. At the top is a blue navigation bar with the ECF logo and links for Bankruptcy, Adversary, Query, and Reports. Below the navigation bar is a search section with fields for SSN, Tax Id, and Last/Business name. There are Search and Clear buttons. A Party search results list box contains the entry 'Beneficial, Tennessee'. A pop-up window titled 'Person Address - Netsc...' displays the address: Tennessee Beneficial, 111 Greene Street, Chattanooga, TN 38988, County: Hamilton. A text box with arrows pointing to the list box and the pop-up window states: 'Selecting a name creates a pop-up box showing party's mailing address.' At the bottom are two buttons: 'Select name from list' and 'Create new party'.

Choose the Defendant from the Party Search Results text box and Click ‘Select name from list’.

- When the **Search Results** screen appears, the party name will appear in the display box if the party has already been added to the database.
- Highlight the party’s name in the Party results box and click ‘**Select Name from List**’. (Note: you must select only one party at a time).
- **IMPORTANT:** The search results may reveal several parties with similar names. Verify the address and the last four digits of the debtor’s social security number, if applicable, to be certain you are choosing the correct name to be associated with your adversary proceeding. If the defendant is not found in the database, click “Create New Party” and follow the steps discussed earlier to add defendant.

## Party Information Screen

Party Information

Tennessee Beneficial SSN: Unknown

Office  Address 1

Address 2  Address 3

City  State  Zip

County  Country

Phone  Fax

E-mail

ProSe   Role: Defendant

Role

Party text

Attorney... Alias... Review... Copy attorney... Add all attorneys and aliases before clicking the Submit button.

Submit Cancel Clear

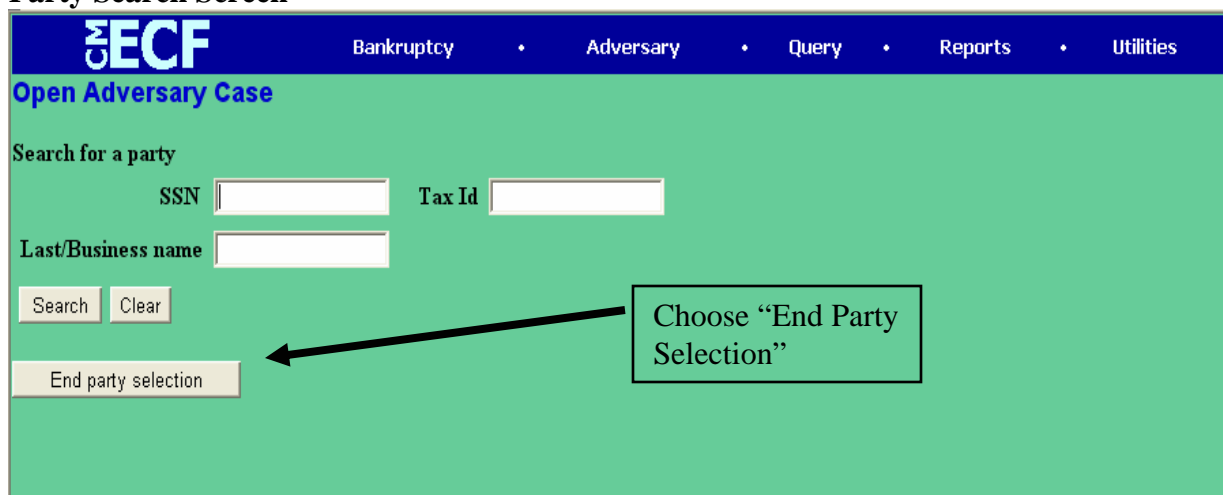
### Change 'Party Role' to "Defendant"

- The Party Information Screen appears next with the party's data and address as it is recorded in the database from the bankruptcy case.
- Prose* will default to 'no'. Change the default to 'yes' ONLY when (1) the debtor is *Prose* and (2) if the defendant is a creditor, otherwise leave the default as 'no'. (In this case defendant is a creditor so we will change to 'y')
- You must select the party role by clicking on the down arrow for the 'Role' field. Highlight 'Defendant'.
- Click 'Attorney' to add the debtor's bankruptcy attorney, only if debtor is defendant.

**IMPORTANT:** Only add the attorney for the defendant when the debtor is the defendant. It is not necessary to add the attorney if the defendant is a creditor. A creditor's attorney will be added when they file an answer or other response to the Complaint.

Click 'Submit'.

### Party Search Screen



The screenshot shows the ECF (Electronic Case Filing) system interface. At the top is a blue navigation bar with the ECF logo and links for Bankruptcy, Adversary, Query, Reports, and Utilities. Below the navigation bar, the text "Open Adversary Case" is displayed. The main area is green and contains a "Search for a party" section. This section includes input fields for "SSN" and "Tax Id", and a "Last/Business name" field. Below these fields are "Search" and "Clear" buttons. At the bottom of the search section is a button labeled "End party selection". A black arrow points from a text box that says "Choose 'End Party Selection'" to the "End party selection" button.

If we were adding additional defendants we would add them here and conduct another search. Since we are finished adding parties to the case, choose "End Party Selection".

## Open Adversary Case Screen

Enter Adversary Statistical Data (See the following explanations for settings).

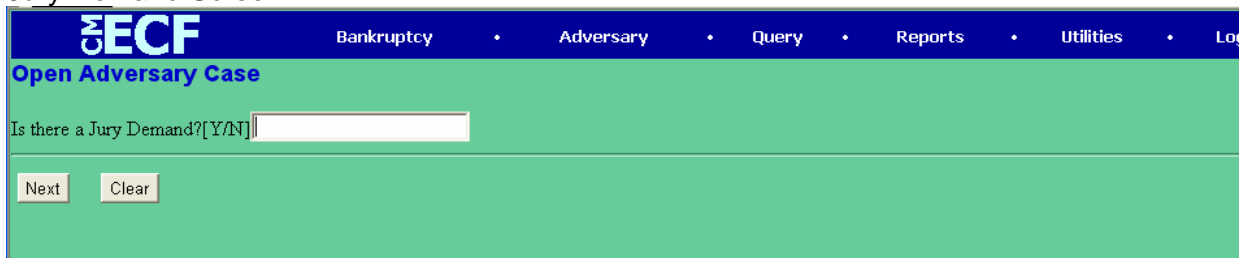
This is the **ADVERSARY STATISTICAL INFORMATION** screen.

- Unless the U.S. is a plaintiff or defendant in your case, accept the default **“U.S. not a Party”** as shown.
- For our exercise select **454 (Recover Money/Property)** as the Nature of Suit of the complaint by clicking on the drop-down box.
- Only one suit can be selected during the opening of an adversary case. Therefore, choose the “most severe” of all applicable suits from this pick list.

**NOTE:** If there are multiple causes of action and one is a **727 Objection to Discharge**, it is **VERY IMPORTANT** to enter **424** as the Nature of Suit.

- The **Origin** code defaults to original proceeding. Accept the default.
- The default in the **Rule 23 (Class Action)** box is *n*. Change the default to **y** only if this is a Class Action suit.
- The default in the **Jury Demand** box is *n* (None). **Change to ‘y’ only when there is a demand for trial by jury.**
- For training purposes, we will leave the default of **None**.
- **Dollar Demand.** If there is a dollar demand, enter the amount in thousands to the nearest thousand. For example, if the Dollar Demand is \$4550, \$5000, or \$5499, you would enter 5 for \$5000, leaving off the 000. Since our Nature of Suit is Recover Money/Property we will enter 5 for \$5000.
- **Verify the date on your screen and click “Next”.**

### Jury Demand Screen

The screenshot shows the ECF system interface. At the top is a dark blue navigation bar with the ECF logo and links for Bankruptcy, Adversary, Query, Reports, Utilities, and Logout. Below this is a green header area with the text "Open Adversary Case". The main content area is white and contains the question "Is there a Jury Demand?[Y/N]" followed by a text input field. At the bottom of the form are two buttons: "Next" and "Clear".

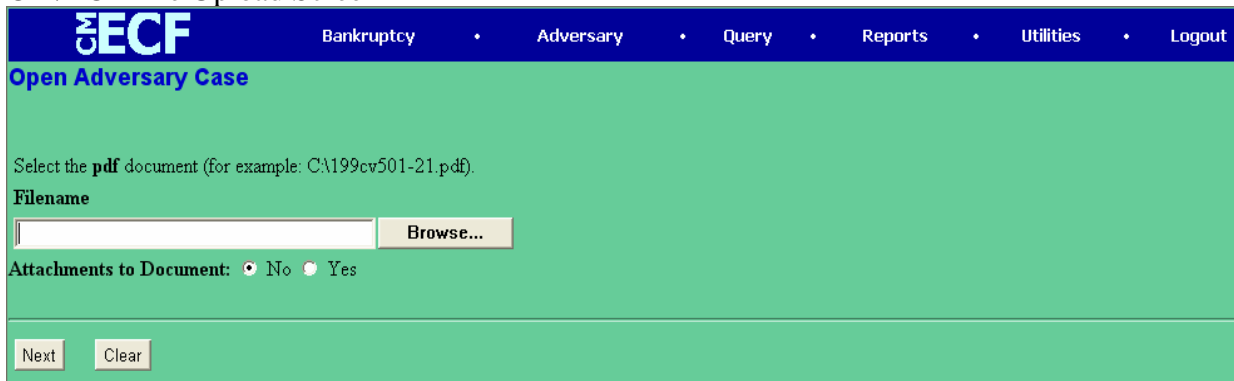
Unless you are demanding a jury trial for your client, type 'n' in the box for none. Type 'n' and click 'Next'.

### Plaintiff Debtor, Trustee or Debtor in Possession Screen

The screenshot shows the ECF system interface. At the top is a dark blue navigation bar with the ECF logo and links for Bankruptcy, Adversary, Query, Reports, Utilities, and Logout. Below this is a green header area with the text "Open Adversary Case". The main content area is white and contains the question "Is the plaintiff the Debtor, Trustee or Debtor in Possession? [n or y]" followed by a text input field. At the bottom of the form are two buttons: "Next" and "Clear".

If the trustee is the plaintiff, you will answer 'y' to this question and the filing fee screen will not appear. The filing fee will be deferred until the closing of this adversary.

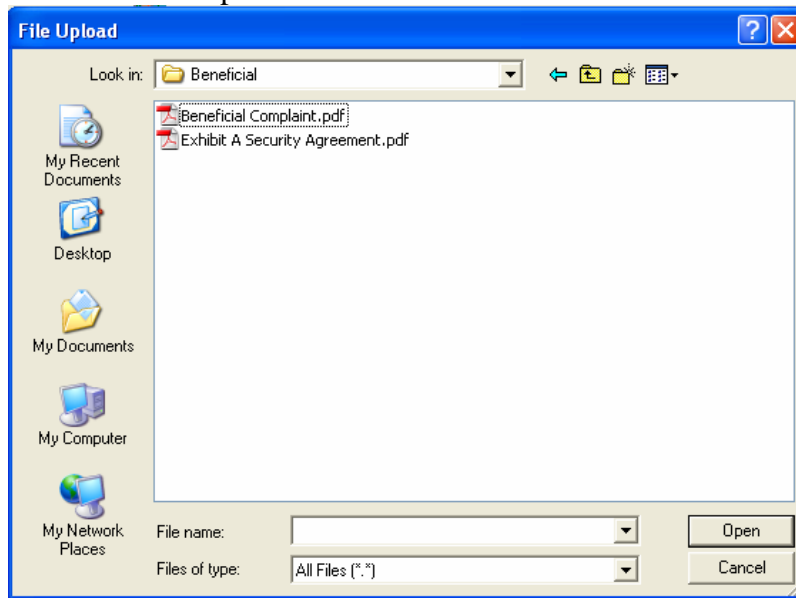
### CM/ECF File Upload Screen

The screenshot shows the ECF system interface. At the top is a dark blue navigation bar with the ECF logo and links for Bankruptcy, Adversary, Query, Reports, Utilities, and Logout. Below this is a green header area with the text "Open Adversary Case". The main content area is white and contains the instruction "Select the pdf document (for example: C:\199cv501-21.pdf)." followed by a "Filename" label and a text input field. To the right of the input field is a "Browse..." button. Below the input field is a label "Attachments to Document:" followed by two radio buttons, "No" and "Yes". At the bottom of the form are two buttons: "Next" and "Clear".

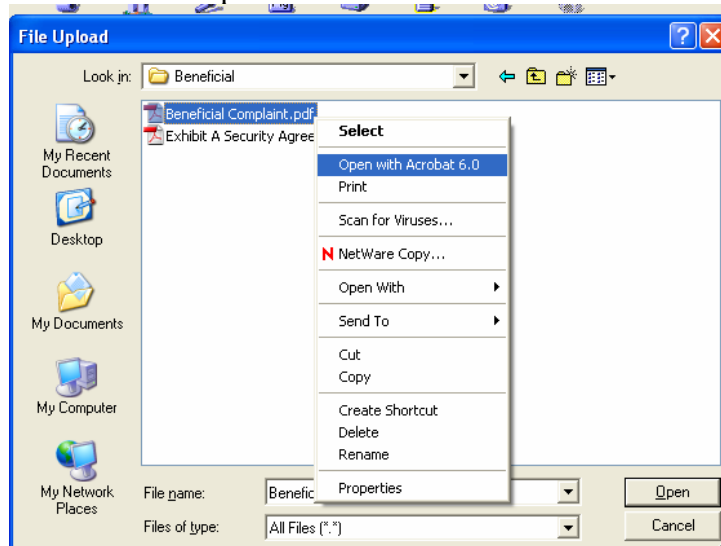
Click 'Browse'.

In the **File Upload** screen change **Files of type:** to "**All files (\*.\*)**" then navigate to the directory where the appropriate PDF file is located and select it with your mouse.

## Windows File Upload Screen

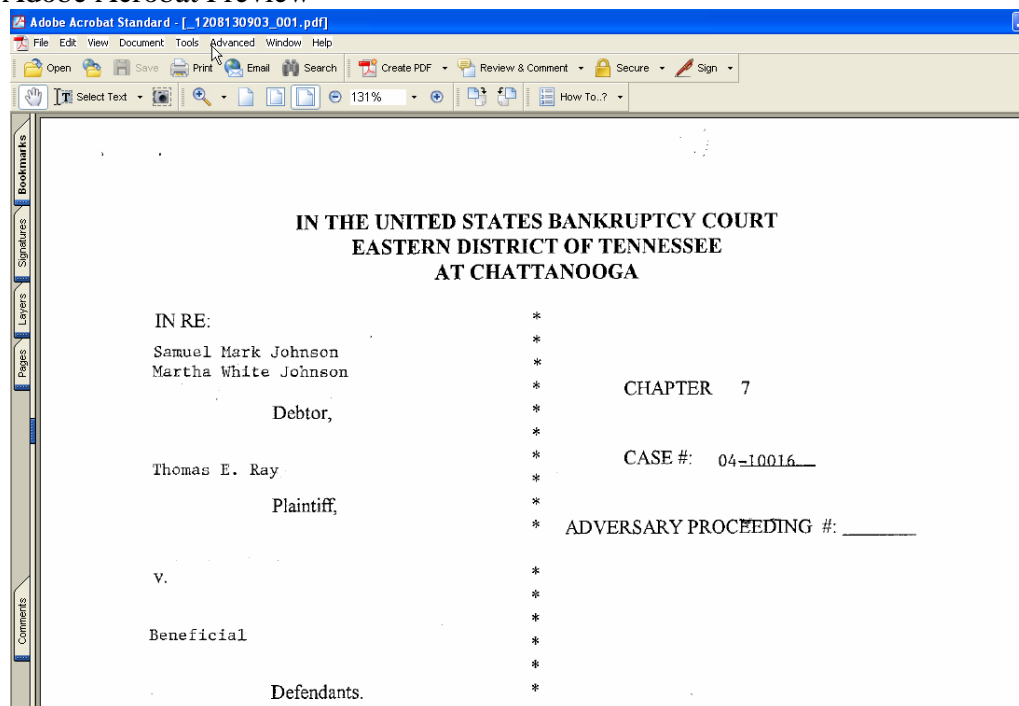


## Windows File Upload Screen



To insure that you are uploading the correct PDF file for this entry, ***right click*** on the filename with your mouse and select '**Open**'. This will launch the Adobe Acrobat Reader to display the contents of the imaged document. Verify that the document is the correct one.

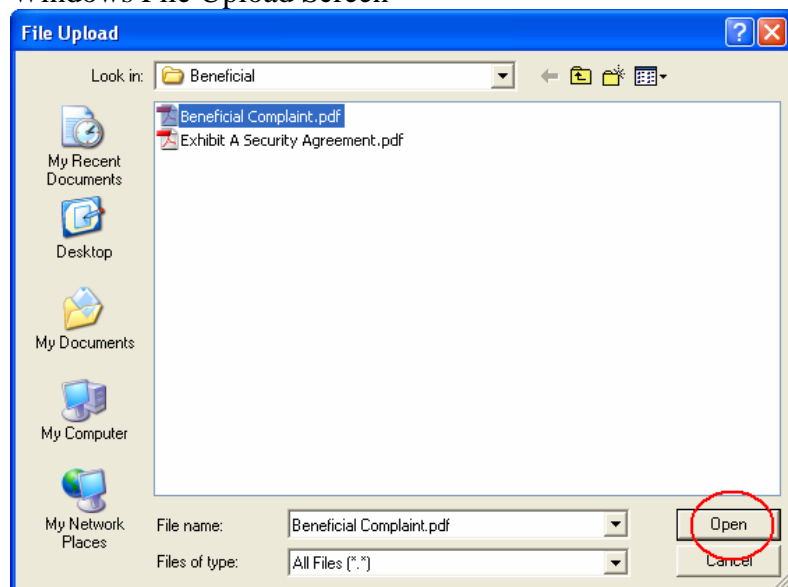
## Adobe Acrobat Preview



Preview the entire document making sure it is legible and the correct document for this filing.

- **IMPORTANT:** This step opens Adobe Acrobat and allows you to preview the file you are about to upload. This is a crucial step since uploading the wrong file to a case becomes public record and is permanently broadcast to all concerned parties and difficult to correct.

## Windows File Upload Screen



After previewing all pages close or minimize the Adobe application and then click [Open] on the File Upload dialogue box.

### Open Adversary Case Screen (document upload)

The screenshot shows the 'Open Adversary Case' screen on the ECF system. The header is blue with 'ECF' in large white letters and navigation links for 'Bankruptcy', 'Adversary', 'Query', and 'Reports'. The main area is green and contains the following elements:

- Text: 'Select the **pdf** document (for example: C:\199cv501-21.pdf).' followed by the label 'Filename'.
- Text input field: Contains the path 'R:\Trustee's Folder\Adversaries\Ben'.
- Button: 'Browse...' to the right of the text field.
- Radio buttons: 'Attachments to Document:' followed by 'No' (unselected) and 'Yes' (selected).
- Buttons: 'Next' and 'Clear' at the bottom left.
- Callout box: A black-bordered box on the right with the text 'Select 'Yes' to add your exhibit(s) as attachments to the complaint.' and an arrow pointing to the 'Yes' radio button.

The path to the file on your computer is filled-in. Since we have a Security Agreement to attach, change the “No” to “Yes” as shown above.

**Click 'Next'.**

## Attachments Screen

**ECF** Bankruptcy • Adversary • Query • Reports • Utilities • Logout ?

### Open Adversary Case

Select one or more attachments.

1) Enter the **pdf** document that contains attachment (for example: C:\appendix.pdf).

**Filename**

**Browse...**

2) Select a document type and/or enter a description.

**Type** **Description**

3) Add the filename to the list box below. If you have more attachments, go back to Step 1. When the list of filenames is complete, click on the Next button.

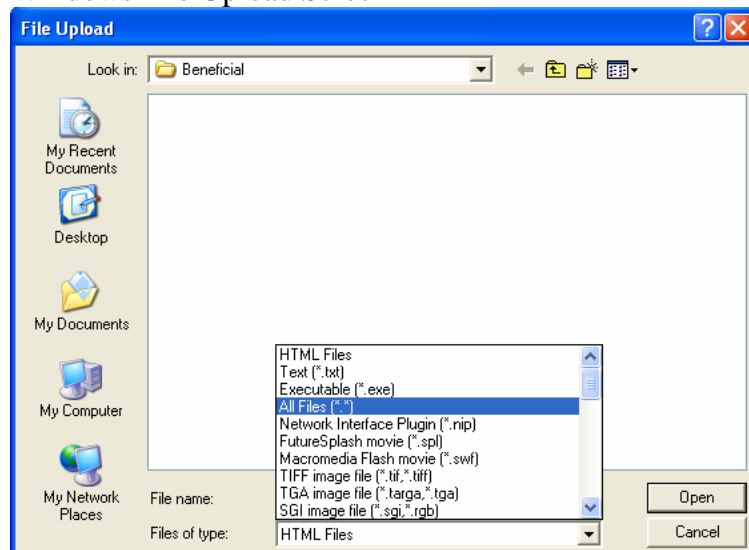
**Add to List**

**Remove from List**

**Next**

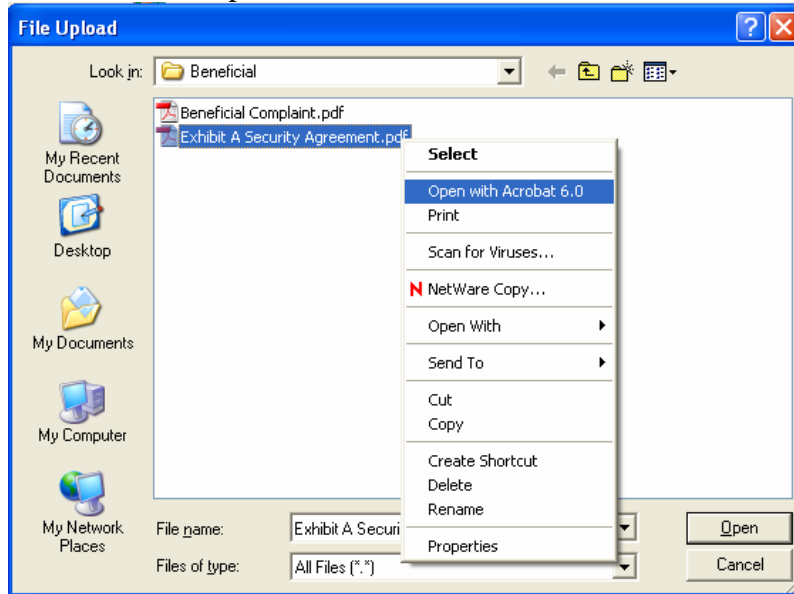
**Click 'Browse' and navigate to the folder containing the security agreement (pdf file)**

## Windows File Upload Screen



**(Again) Change the 'Files of type' from HTML to all files (\*.\*)**

## Windows File Upload Screen



**Navigate to the directory where the appropriate PDF file is located and right click it with your mouse. Click ‘Open with Acrobat 6.0’ from the context menu.**

## Exhibit 'A'

**LOAN AGREEMENT AND SECURITY AGREEMENT (Page 1 of 3)**

**LENDER (called "We", "Us", "Our")**  
 BENEFICIAL ILLINOIS INC.  
 604 DALE  
 SUITE C  
 NORMAL IL 61761

**BORROWERS (called "You", "Your")**  
 BARTSCH, BRIAN T  
 SS# 155585403  
 2802 CHESAPEAKE LN  
 BLOOMINGTON IL 61704

**LOAN NO:** 411700-530205

DATE OF LOAN	FIRST PAYMENT DUE DATE	OTHERS	SCHEDULED MATURITY	CONTRACT RATE
12/30/2002	01/30/2003	SAME DAY OF EACH MONTH	DATE 12/30/2007	(per year) 28.901 %
TOTAL OF PAYMENTS	AMOUNT FINANCED	PRINCIPAL		
\$ 9,142.20	\$ 4,999.64	\$ 4,999.64		
FINANCE CHARGE		POINTS		OFFICIAL FEES
\$ 4,142.56		\$ .00		\$ .00
LIFE INS PREMIUM	DISABILITY INS PREMIUM	CRUISE PREMIUM		
\$ NONE	\$ NONE	\$ NONE		
			PROPERTY INS (PPI)	
			NONE	

Preview all pages of the attachment to ensure legibility, then close this .pdf file and minimize Adobe Acrobat.

## Attachment File Upload Screen

**ECF** Bankruptcy • Adversary • Query • Reports • Utilities • Logout ?

**Open Adversary Case**

Select one or more attachments.

1) Enter the pdf document that contains attachment (for example: C:\appendix.pdf).

**Filename**

2) Select a document type and/or enter a description.

**Type** **Description**

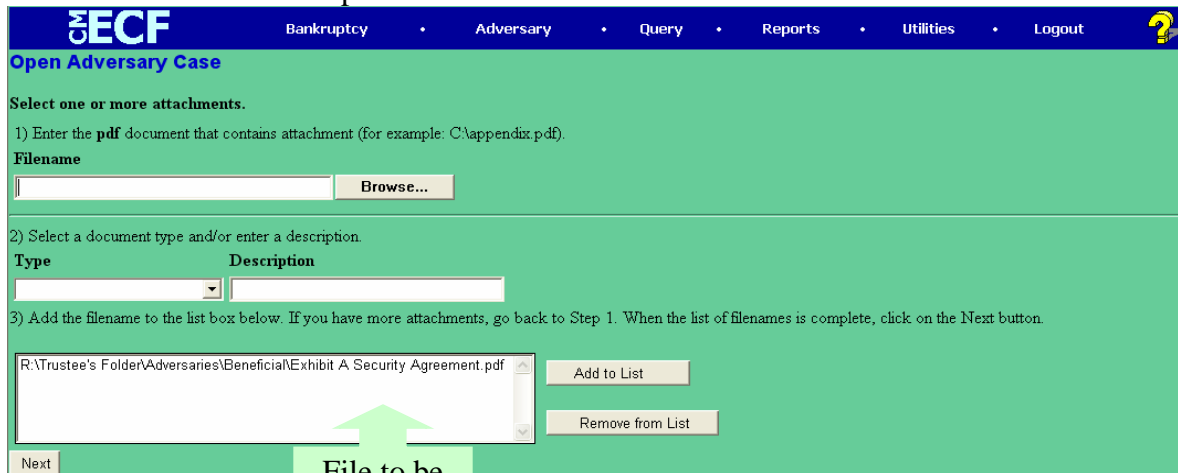
3) Add the filename to the list below. If you have more attachments, go back to Step 1. When the list of filenames is complete, click on the Next button.

File to be uploaded

Choose "Exhibit" from the Type drop-down list and/or type in the description of the attachment (Security Agreement). Then click on "Add to List"

The file path is placed in the list of attachments at the bottom of the screen. The 'Browse box' is cleared and ready to locate additional files for attachment.

#### Attachment File Upload Screen



The screenshot shows the 'Open Adversary Case' screen with a green header and a blue navigation bar. The navigation bar includes links for Bankruptcy, Adversary, Query, Reports, Utilities, and Logout. The main content area has a green background and contains the following steps:

- 1) Enter the pdf document that contains attachment (for example: C:\appendix.pdf).  
Filename:
- 2) Select a document type and/or enter a description.  
Type:  Description:
- 3) Add the filename to the list box below. If you have more attachments, go back to Step 1. When the list of filenames is complete, click on the Next button.

The list box contains the following text: R:\Trustee's Folder\Adversaries\Beneficial\Exhibit A Security Agreement.pdf. To the right of the list box are two buttons:  and . At the bottom left of the list box is a  button. A green arrow points from the text 'File to be uploaded' to the list box.

Click 'Next'.

- **NOTE:** If there were other attachments, we would click 'Browse' and go through the process again until all attachments appeared in the bottom "Add to list box".

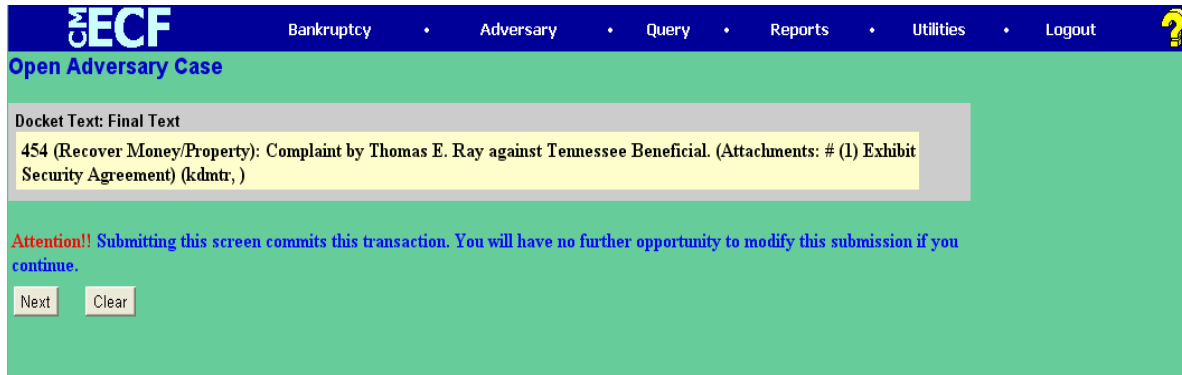
#### Open Adversary Case Screen



The screenshot shows the 'Open Adversary Case' screen with a green header and a blue navigation bar. The navigation bar includes links for Bankruptcy, Adversary, Query, Reports, Utilities, and Logout. The main content area has a green background and contains the following buttons:  and .

Click 'Next'.

## Docket Text Screen



The screenshot shows the ECF (Electronic Case Filing) interface. At the top is a blue navigation bar with the ECF logo and links for Bankruptcy, Adversary, Query, Reports, Utilities, and Logout. Below the navigation bar is a green header area with the text "Open Adversary Case". The main content area has a light gray background. It contains a section titled "Docket Text: Final Text" with a yellow highlight. The text in this section reads: "454 (Recover Money/Property): Complaint by Thomas E. Ray against Tennessee Beneficial. (Attachments: # (1) Exhibit Security Agreement) (kdmt, )". Below this section is a red warning message: "Attention!! Submitting this screen commits this transaction. You will have no further opportunity to modify this submission if you continue." At the bottom of the form are two buttons: "Next" and "Clear".

**This is the LAST chance to review (or change) docket text. If something is incorrect, click the 'Back' button on the navigation toolbar in Netscape as many times as necessary until the screen where the correction needs to be made appears. Make necessary corrections to that screen (you will need to re-submit subsequent screens). Otherwise, Click 'Next'.**

## Notice of Electronic Filing

**ECF** Bankruptcy • Adversary • Query • Reports • Utilities • L

**Open Adversary Case**

U.S. Bankruptcy Court  
Eastern District of Tennessee

Notice of Electronic Filing

The following transaction was received from kdmtr, entered on 2/18/2005 at 11:38 AM EST and filed on 2/18/2005

Case Name: Ray v. Beneficial  
Case Number: [1:05-ap-01014](#)  
Document Number: [1](#)

Case Name: Samuel Mark Johnson and Martha White Johnson  
Case Number: [1:04-bk-10016](#)  
Document Number: [26](#)

**Docket Text:**  
454 (Recover Money/Property): Complaint by Ray against Tennessee Beneficial. Fee Amount \$0.00 (Attachments: # (1) Exhibit Security Agreement) (kdmtr)

The following document(s) are associated with this transaction:

Document description: Main Document  
Original filename: R:\Trustee's Folder\Adversaries\Beneficial\Beneficial Complaint.pdf  
Electronic document Stamp:  
[STAMP bkecfStamp\_ID=1046181277 [Date=2/18/2005] [FileNumber=59410-0]  
[8dfa004b622f643a834f445f651dd80ac431af1d233a6a4742a601c8f65c012405c66

Print or Save this screen.

Scroll down to view the entire screen.

- The Notice of Electronic Filing is the verification that the filing has been sent electronically to the court's database and has been filed with the court.
- The case number is a hyperlink to the docket sheet and the document number is a hyperlink to the PDF document image. Clicking on either of these links will bring up the PACER login screen.

**The case number of both the adversary and the underlying (lead) bankruptcy case appears.**

This indicates that this complaint entry has spread to the bankruptcy case and will be available to anyone reviewing the Bankruptcy Docket report. The hyperlink to the imaged PDF complaint is also accessible from the bankruptcy case.

- Trustee and Attorney users will have access to the **Notice of Electronic Filing** at the time of their filing. Subsequent access to any Query or Report programs must go through the PACER system.

Further access to the **Notice of Electronic Filing** is available through the electronic docket report. When this option is selected, a bullet appears next to the document number of the event on the docket report. Clicking on this bullet will display a copy of this notice. Attorney users will be presented with a PACER login screen first.

## Summons Request

Main CM/ECF Menu Screen



Click 'Adversary' on the blue menu bar at the top of your screen.

Adversary Events screen



Click 'Complaint and Summons'

## Complaint/Summons Screen

ECF Bankruptcy • Adversary • Query • Reports •

### Complaint/Summons

Case Number

99-12345, 1:99-bk-12345 or 1:99-bk-12345

Next Clear

**Type the Adversary Proceeding Number in the box.  
Click 'Next'.**

## Complaint/Summons Screen (Event Selection)

ECF Bankruptcy • Adversary • Query • Reports • Utilities • Logout ?

### Complaint/Summons

[1:05-ap-01004 Ray v. Beneficial](#)

- Amended Complaint
- Counterclaim
- Crossclaim
- Motion for Default Judgment
- Request for Entry of Default
- Summons Request**
- Summons Service Executed
- Summons Service Unexecuted

Next Clear

**Select 'Summons Request'  
Click 'Next'.**

Se

## Complaint/Summons Screen (File Upload)

**ECF** Bankruptcy • Adversary • Query • Reports • Utilities

**Complaint/Summons:**  
[1:05-ap-01004 Ray v. Beneficial](#)

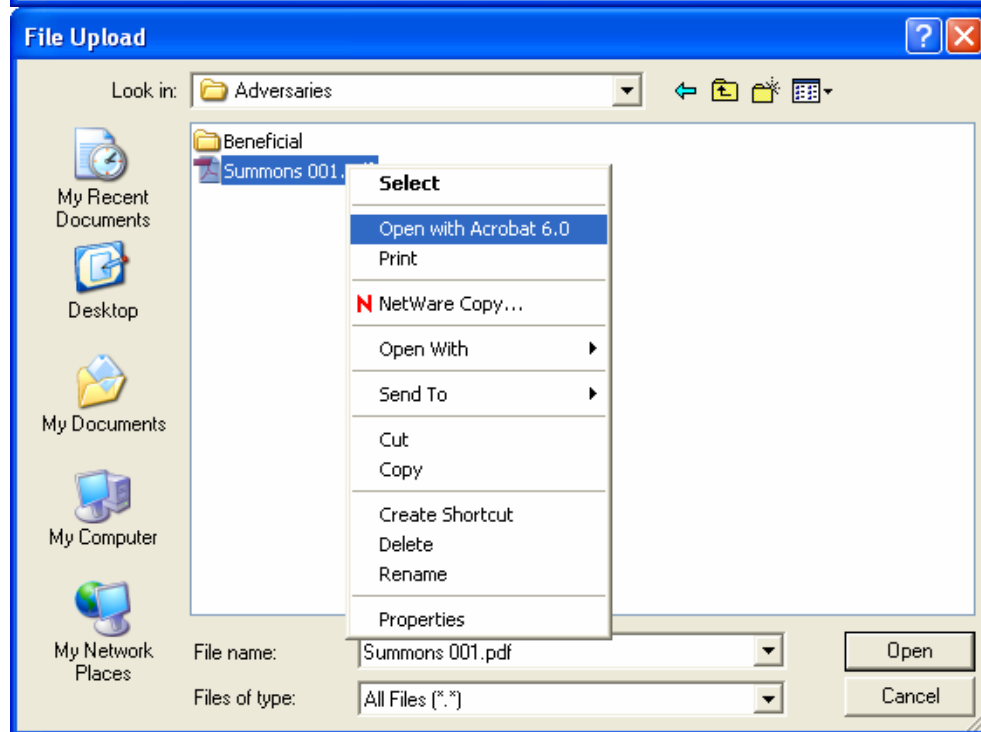
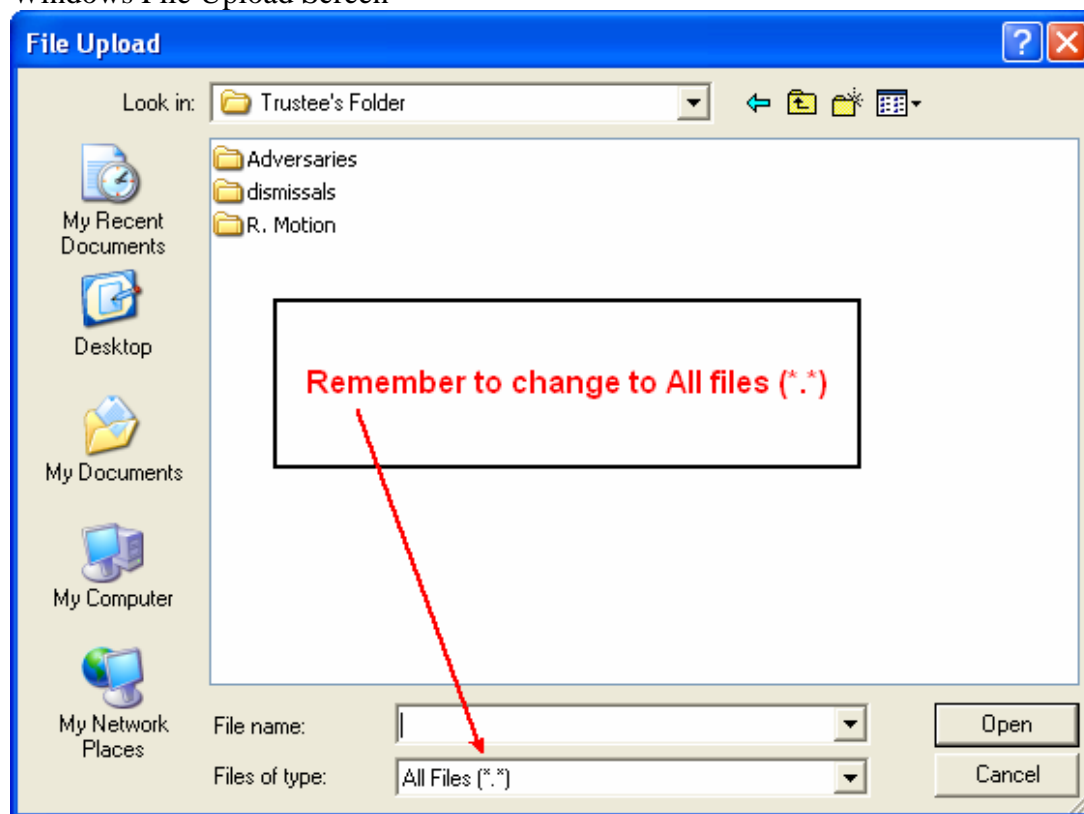
Select the **pdf** document (for example: C:\199cw501-21.pdf).

**Filename**

Attachments to Document: ☒ No ☐ Yes

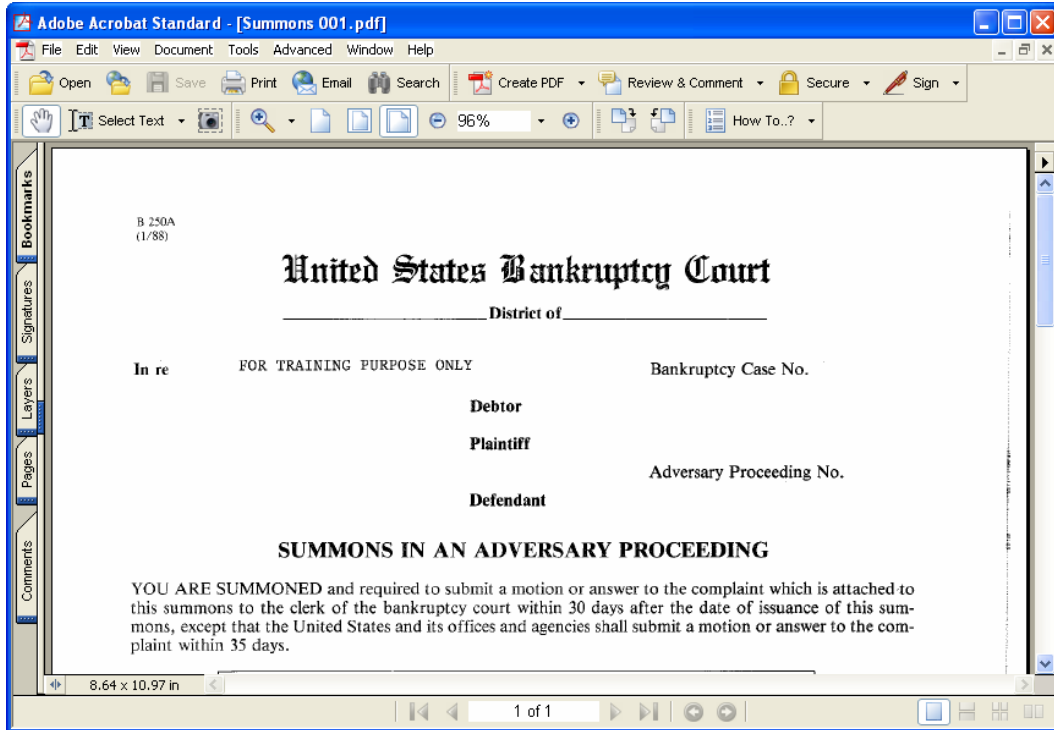
Click 'Browse'.

## Windows File Upload Screen



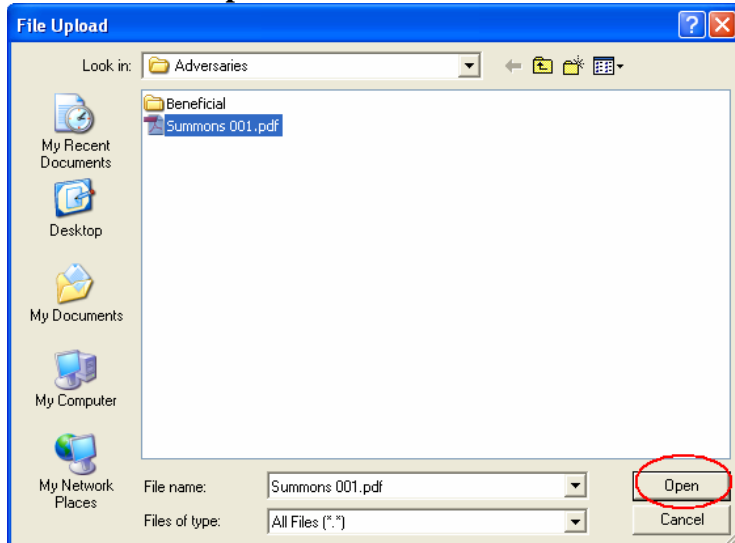
To insure that you are uploading the correct PDF file for this entry, **right click** on the filename with your mouse and select '**Open**'. This will launch the Adobe Acrobat Reader to display the contents of the imaged document. Verify that the document is the correct one.

## Adobe Acrobat Preview Screen



**Preview the entire document making sure it is legible and the correct document for this filing.**

## Windows File Upload Screen



**After previewing all pages close or minimize the Adobe application and then click [Open] on the File Upload dialogue box.**

## Complaint/Summons Screen (File Upload)

Test Database Area - Netscape

File Edit View Go Communicator Help

Back Forward Reload Home Search Netscape Print Security Shop Stop

Bookmarks Location: [https://ecf-test.tneb.uscourts.gov/cgi-bin/login.pl?988766064695431-L\\_916\\_0-1](https://ecf-test.tneb.uscourts.gov/cgi-bin/login.pl?988766064695431-L_916_0-1) What's Related

INotes TNEB Live Exter TNEB Live Inter TNEB Test Exter TNEB Test Inter TNEB Train Exte TNEB Train Inte

**ECF** Bankruptcy • Adversary • Query • Reports • Utilities • Logout ?

**Complaint/Summons:**

[1.05-ap-01004 Ray v. Beneficial](#)

Select the pdf document (for example: C:\199cv501-21.pdf).

Filename

R:\Trustee's Folder\Adversaries\Sum

Attachments to Document: ☒ No ☐ Yes

Document: Done

The path to the file on your computer is filled in. Since we have no attachments, leave the 'No' button checked.

Click 'Next'.

## Complaint/Summons Screen (Select Party)

Test Database Area - Netscape

File Edit View Go Communicator Help

Back Forward Reload Home Search Netscape Print Security Shop Stop

Bookmarks Location: [https://ecf-test.tneb.uscourts.gov/cgi-bin/login.pl?988766064695431-L\\_916\\_0-1](https://ecf-test.tneb.uscourts.gov/cgi-bin/login.pl?988766064695431-L_916_0-1) What's Related

INotes TNEB Live Exter TNEB Live Inter TNEB Test Exter TNEB Test Inter TNEB Train Exte TNEB Train Inte

**ECF** Bankruptcy • Adversary • Query • Reports • Utilities • Logout ?

**Complaint/Summons:**

[1:05-ap-01004 Ray v. Beneficial](#)

Select the party to be served.

Select the Party:

Beneficial, Tennessee [Defendant] Add/Create New Party

Ray, Thomas E. [Plaintiff]

Next Clear

Document: Done

Select necessary Defendant(s) from the List.  
Click 'Next'.

**ECF** Bankruptcy • Adversary • Query

**Complaint/Summons:**

[1:05-ap-01004 Ray v. Beneficial](#)

Next Clear

Verify Case Number and parties to the complaint.

Click 'Next'.

## Docket Text Screen (Complaint/Summons)

**ECF** Bankruptcy • Adversary • Query • Reports • Utilities • Logout

**Complaint/Summons:**  
[1:05-ap-01004 Ray v. Beneficial](#)

Docket Text: Final Text  
 Request Summons Be Issued On Defendant Tennessee Beneficial (kdmtr, )

**Attention!!** Submitting this screen commits this transaction. You will have no further opportunity to modify this submission if you continue.

This is the **LAST** chance to review (or change) docket text. If something is incorrect, click the 'Back' button on the navigation toolbar in Netscape as many times as necessary until the screen where the correction needs to be made appears. Make necessary corrections to that screen (you will need to re-submit subsequent screens); otherwise, Click 'Next'.

## Notice of Electronic Filing

**ECF** Bankruptcy • Adversary • Query • Reports • Utilities • Logout ?

[1:05-ap-01004 Ray v. Beneficial](#)

U.S. Bankruptcy Court  
 Eastern District of Tennessee

Notice of Electronic Filing

The following transaction was received from kdmtr, entered on 1/11/2005 at 5:02 PM EST and filed on 1/11/2005  
 Case Name: Ray v. Beneficial  
 Case Number: [1:05-ap-01004](#)  
 Document Number: [2](#)

Docket Text:  
 Request Summons Be Issued On Defendant Tennessee Beneficial (kdmtr, )

The following document(s) are associated with this transaction:

Document description: Main Document  
 Original filename: R:\Trustee's Folder\Adversaries\Summons 001.pdf  
 Electronic document Stamp:  
 STAMP bkecfStamp\_ID=1046181277 [Date=1/11/2005] [FileNumber=52351-0]  
 1274eec9fb2b1e3dbc0f52870dcac17a6a348778e4edaddeecfbff270af135f2a90c8  
 af3b851f64811c8ff3addea5a647d88284e4e5e06068dab1125ed851b]]

1:05-ap-01004 Notice will be electronically mailed to:

1:05-ap-01004 Notice will not be electronically mailed to:

Thomas E. Ray  
 30 Jordan Drive  
 Memphis, TN 38104

Review the Notice of Electronic Filing. This is your receipt that the court received the Request for Summons. You may wish to print and/or save this screen as discussed previously.

**Upon the court receiving the Request for Summons to be issued, the adversary clerk will print the proposed Summons and issue it by placing the date, signature and the court seal upon the Summons. Then the clerk will scan the issued Summons back into the computer, docket it, and send it by electronic submission to the plaintiff's attorney. The plaintiff's attorney is responsible for servicing the issued Summons and the Complaint upon the parties and certifying same to the court in accordance with the Federal Rules of Bankruptcy Procedure and local bankruptcy rules.**

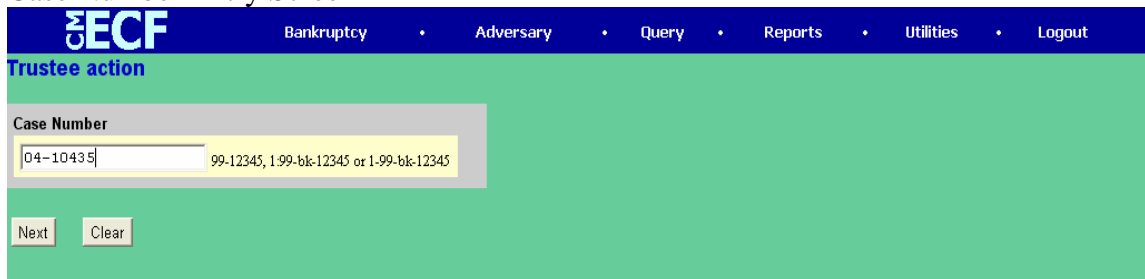
## ***Motion to Dismiss Case & Order***

### Bankruptcy Events Screen



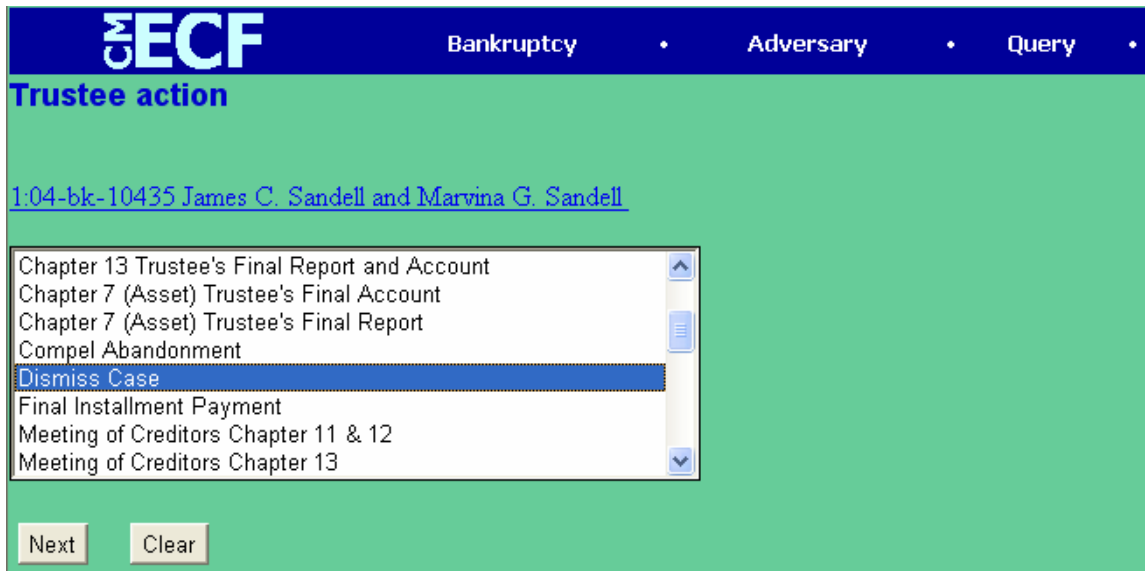
Click 'Trustee/US Trustee'.

### Case Number Entry Screen



Enter the case number to which the Motion applies. **Click 'Next'.**

### Trustee/US Trustee List



Select "Dismiss Case" from the list of available events. **Click 'Next'.**

## Party Selection Screen

**ECF** Bankruptcy • Adversary • Query • Reports •

**Trustee action:**  
[1:04-bk-10435 James C. Sandell and Marvina G. Sandell](#)

**Select the Party:**

- Citizens Savings and Loan, [Creditor]
- Sandell, James C. Jr. [Debtor]
- Sandell, Marvina G. [Joint Debtor]
- Still, C. Kenneth [Trustee]**

[Add/Create New Party](#)

Next Clear

Select the Party filing Motion (C. Kenneth Still). **Click ‘Next’.**

## Attorney-Client Association Screen

**ECF** Bankruptcy • Adversary • Query • Reports • Utilities • Logout • ?

**Trustee action:**  
[1:04-bk-10435 James C. Sandell and Marvina G. Sandell](#)

The following attorney/party associations do not exist for this case.  
 Please check which associations should be created for this case:

☐ Still, C. (trtr) represented by Still, C. (aty)

Next Clear

**If applicable,** check the box to associate the Trustee with the Attorney. **Click ‘Next’.**

## Trustee action screen (File Upload)

### Trustee action:

[1:04-bk-10435 James C. Sandell and Marvin G. Sandell](#)

Select the **pdf** document (for example: CA199cv501-21.pdf).

Filename

Browse...

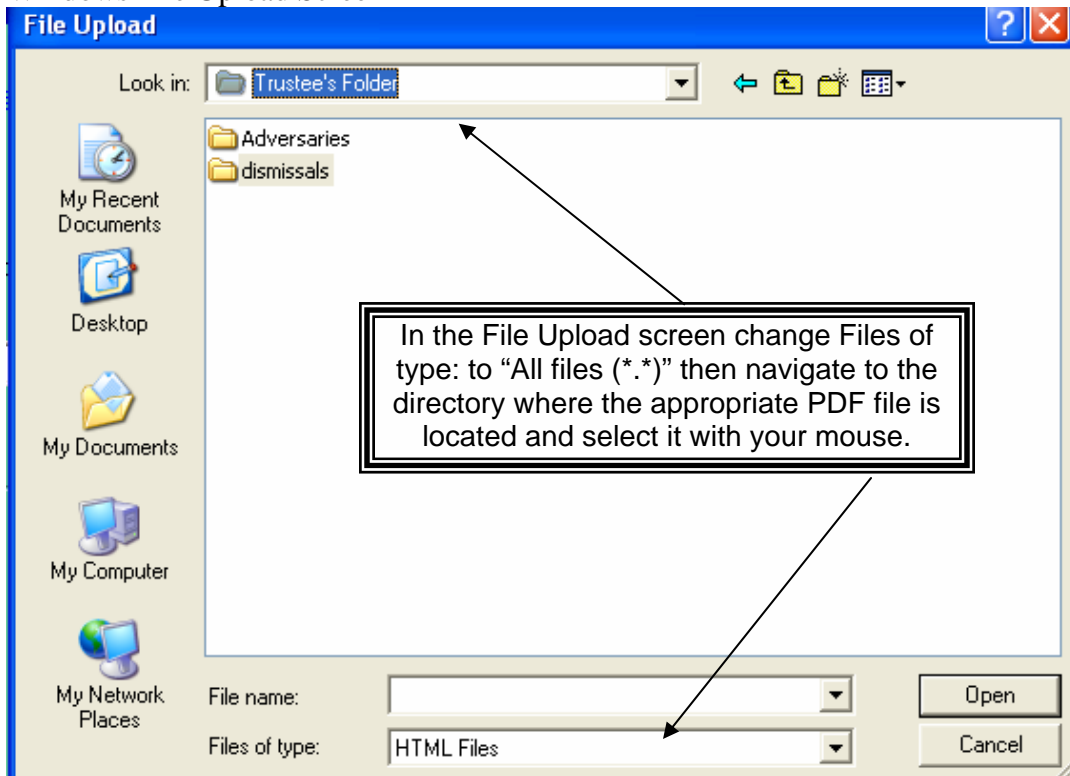
Attachments to Document: ☒ No ☐ Yes

Next

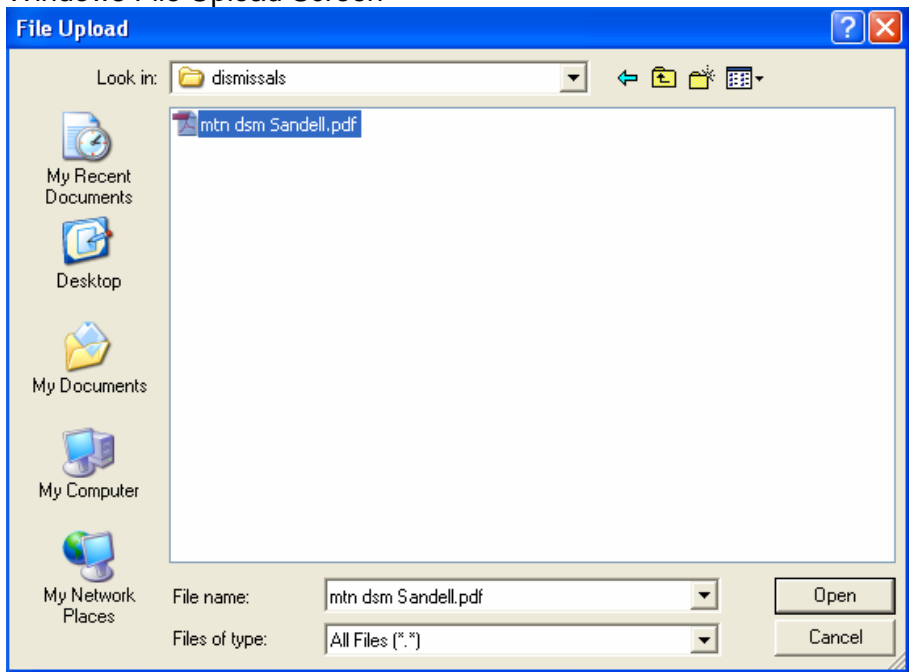
Clear

Click 'Browse'.

## Windows File Upload Screen

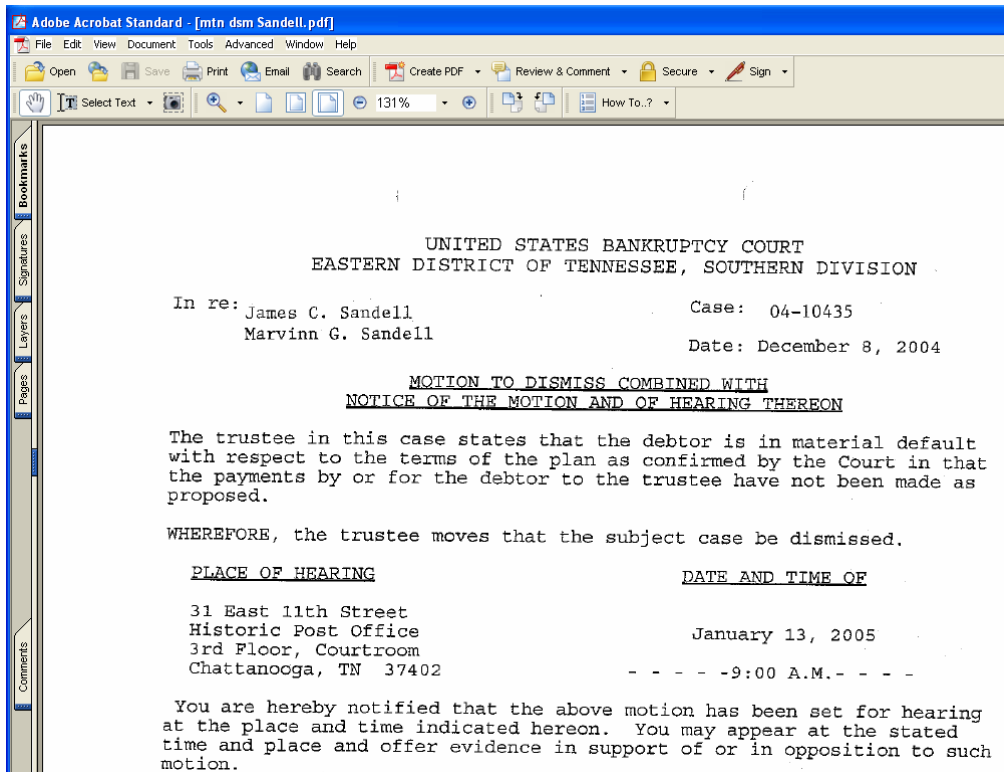


## Windows File Upload Screen



To insure that you are uploading the correct PDF file for this entry, right click on the file name with your mouse and select 'Open'. This will launch the Adobe Acrobat Reader to display the contents of the imaged document. Verify that the document is the correct one.

## Adobe Acrobat Window



After previewing the document to make sure it is the correct file and legible, close Adobe Acrobat (or simply close this individual file and minimize Adobe Acrobat).

## CM/ECF File Upload Screen

Ensure that the path to the file on your computer appears in the text box as shown above. **Select 'Yes' on the radio button to the right of Attachments to Document to upload your order. Click 'Next'.**

## Attachments File Upload Screen



The screenshot shows the ECF (Electronic Case Filing) system interface. At the top is a blue navigation bar with the ECF logo and links for Bankruptcy, Adversary, Query, Reports, Utilities, and Log Out. Below the navigation bar, the page title is "Trustee action:" followed by a link "1:04-bk-10435 James C. Sandell and Marvin G. Sandell". The main content area has a green background and contains the following instructions and form elements:

**Select one or more attachments.**

1) Enter the **pdf** document that contains attachment (for example: C:\appendix.pdf).

**Filename**

[Text input field] [Browse...]

2) Select a document type and/or enter a description.

**Type** [Dropdown menu] **Description** [Text input field]

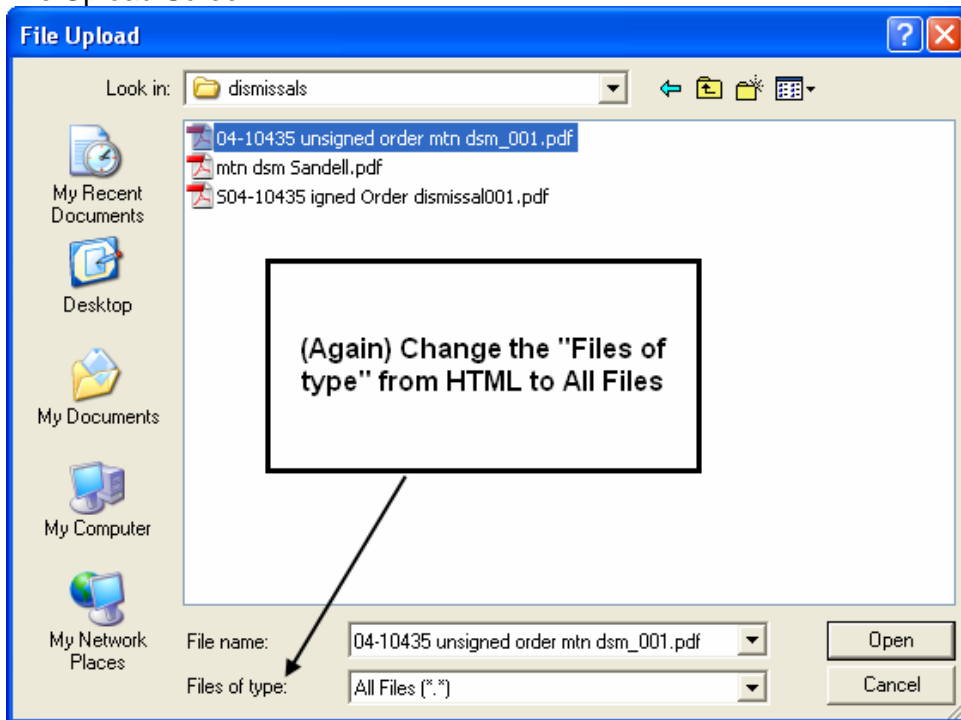
3) Add the filename to the list box below. If you have more attachments, go back to Step 1. When the list of filenames is complete, click on the Next button.

[List box] [Add to List] [Remove from List]

[Next]

Click 'Browse'.

## File Upload Screen



ALL ORDERS MUST START 4 INCHES FROM  
TOP OF PAGE

UNITED STATES BANKRUPTCY COURT  
EASTERN DISTRICT OF TENNESSEE

Case No. 04-10435

Chapter 13

In Re:

James C. Sandell, Jr.

Marvina O. Sandell

Debtor

ORDER

This case came to be heard upon the trustee's motion to dismiss. It appearing the debtor(s) is in material default of the terms of the Chapter 13 plan heretofore confirmed in this case, it is ORDERED that this case is dismissed. 11 U.S.C. §1307(c);

It is further ORDERED that the Order to Employer or Other Entity to Pay to Trustee is vacated, and the employer or other entity shall cease withholding income for payment to the trustee in this case;

It is further ORDERED that the trustee disburse the balance of funds on hand in accordance with the confirmed plan; and

It is further ORDERED that the trustee file his final report in this case.

\*\*\*

**Preview all pages of the attachment to ensure legibility, and then close this pdf file and minimize Adobe Acrobat.**

Attachments File Upload Screen

Bankruptcy
Adversary
Query
Reports
Utilities
Logout

**Trustee action:**  
[1:04-bk-10435 James C. Sandell and Marvina G. Sandell](#)

**Select one or more attachments.**

1) Enter the **pdf** document that contains attachment (for example: C:\appendix.pdf).

**Filename**

---

2) Select a document type and/or enter a description.

Type	Description
<div> <div>Proposed Order</div> <div></div> </div>	<div> <div>Select Proposed Order from the TYPE drop down box</div> <div></div> </div>

3) Add the filename to the list box below. If you have more attachments, go back to Step 1. When the list of filenames is complete, click on the Next button.

Add to List

Remove from List

Choose Add to List

Next

**Click 'Next'.**

Attachment File Upload Screen

**Trustee action:**  
[1:04-bk-10435 James C. Sandell and Marvinina G. Sandell](#)

**Select one or more attachments.**

1) Enter the **pdf** document that contains attachment (for example: C:\appendix.pdf).

**Filename**

2) Select a document type and/or enter a description.  
**Type**  **Description**

3) Add the filename to the list box below. If you have more attachments, go back to Step 1. When the list of filenames is complete, click on the Next button.

Click 'Next'.

#### Set Hearing Screen

**Trustee action:**  
[1:04-bk-10435 James C. Sandell and Marvinina G. Sandell](#)

Please see E.D. Tenn. LBR 9013-1(f)(2) for scheduling requirements. Available hearing dates and times are on the court's web site [www.tneb.uscourts.gov](http://www.tneb.uscourts.gov)

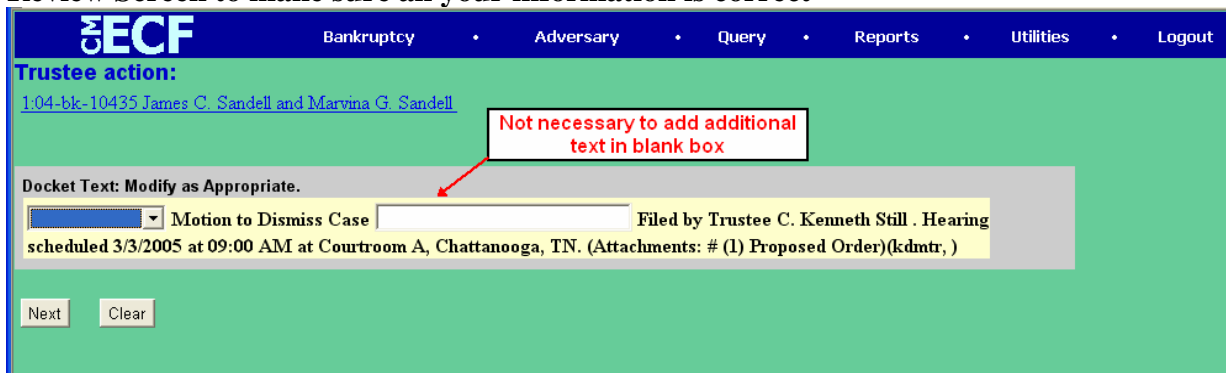
Hearing Date:   Hearing Time:  ☒ AM ☐ PM

Location:

Select the drop down boxes to set your hearing. Be sure to check AM or PM on the radio box.

Click 'Next'.

## Review Screen to make sure all your information is correct



The screenshot shows the ECF (Electronic Case Filing) interface. At the top is a navigation bar with links: Bankruptcy, Adversary, Query, Reports, Utilities, and Logout. Below the navigation bar, the "Trustee action:" section displays the case number "1:04-bk-10435 James C. Sandell and Marvin G. Sandell". A red box with the text "Not necessary to add additional text in blank box" points to a blank text input field. Below this, the "Docket Text: Modify as Appropriate." section shows a dropdown menu with "Motion to Dismiss Case" selected, followed by a text box containing "Filed by Trustee C. Kenneth Still . Hearing scheduled 3/3/2005 at 09:00 AM at Courtroom A, Chattanooga, TN. (Attachments: # (1) Proposed Order)(kdmtr, )". At the bottom of this section are "Next" and "Clear" buttons.

Click 'Next'.

## Last Chance Screen



The screenshot shows the ECF "Last Chance Screen". The navigation bar is the same as the previous screen. The "Trustee action:" section displays the case number "1:04-bk-10435 James C. Sandell and Marvin G. Sandell". The "Docket Text: Final Text" section shows a text box containing "Motion to Dismiss Case Filed by Trustee C. Kenneth Still. Hearing scheduled 3/3/2005 at 09:00 AM at Basement Room 18, Chattanooga, TN. (Attachments: # (1) Proposed Order)(kdmtr, )". Below this, a red "Attention!!" message states: "Submitting this screen commits this transaction. You will have no further opportunity to modify this submission if you continue." At the bottom are "Next" and "Clear" buttons.

This is the **LAST** chance to review (or change) docket text. If something is incorrect, click the 'Back' button on the navigation toolbar in Netscape as many times as necessary until the screen where the correction needs to be made appears. Make necessary corrections to that screen (you will need to re-submit subsequent screens). Otherwise, **Click 'Next'**.

## Notice of Electronic Filing

ECF		Bankruptcy • Adversary • Query • Reports • Utilities • Logout						?
<b>Trustee action:</b> <a href="#">1:04-bk-10435 James C. Sandell and Marvina G. Sandell</a>								
<b>U.S. Bankruptcy Court</b> <b>Eastern District of Tennessee</b>								
Notice of Electronic Filing								
The following transaction was received from Still, C. Kenneth entered on 1/10/2005 at 10:30 AM EST and filed on 1/10/2005								
<b>Case Name:</b> James C. Sandell and Marvina G. Sandell								
<b>Case Number:</b> <a href="#">1:04-bk-10435</a>								
<b>Document Number:</b> <a href="#">21</a>								
<b>Docket Text:</b> Trustee's Motion to Dismiss Case Filed by Trustee C. Kenneth Still. Hearing scheduled 1/27/2005 at 09:00 AM at Courtroom A, Chattanooga, TN. (Attachments: # (1) Proposed Order)(Still, C.)								
The following document(s) are associated with this transaction:								
<b>Document description:</b> Main Document								
<b>Original filename:</b> \\Trustee's Folder\dismissals\04-10435 unsigned order mtn dsm_001.pdf								
<b>Electronic document Stamp:</b> [STAMP bkecfStamp_ID=1046181277 [Date=1/10/2005] [FileNumber=51756-0] [92ed8b8cf27b3af2f2d585fccc8a63e79a1cdb746f3e04e364bc24387fc94f848ffc7 673d58958fafa49435cc628d9dd7c39794b440c2eed63777e9cf67ba3c0]]								
<b>Document description:</b> Proposed Order								
<b>Original filename:</b> \\Trustee's Folder\dismissals\04-10435 unsigned order mtn dsm_001.pdf								
<b>Electronic document Stamp:</b> [STAMP bkecfStamp_ID=1046181277 [Date=1/10/2005] [FileNumber=51756-1] [67d2397da4a669aa4d163fd05c2b922254b88eba21b4f2a201576b6d465f43375c313 0b73bca88e07f87983f8e47b168f5d5cc2ab9c455e3d05f6ca44b23775e]]								
<b>1:04-bk-10435 Notice will be electronically mailed to:</b>								
kdmtr								
<b>1:04-bk-10435 Notice will not be electronically mailed to:</b>								
W. Thomas Bible Fields & Bible, PC 6400 Lee Highway Suite 103 Chattanooga, TN 37421								
Eron H. Epstein 713 Cherry Street Chattanooga, TN 37402-1910								
Rebecca L. Hicks 1374 Railroad Street Dayton, TN 37321								
Gary E. Lester P. O. Box 789 Chattanooga, TN 37401-0789								
C. Kenneth Still P. O. Box 511 Chattanooga, TN 37401								

**Review the Notice of Electronic Filing. This is your receipt that the court received the motion. You may wish to print and/or save this screen as discussed previously.**

## *Uploading an Order*

### Bankruptcy Events Screen

The screenshot shows the 'Bankruptcy Events' screen. At the top is a blue navigation bar with the ECF logo and links for Bankruptcy, Adversary, Query, Reports, Utilities, and Logout. Below the navigation bar, the title 'Bankruptcy Events' is displayed. A list of links is provided, including Answer/Response..., Appeal, Batch Filings, Claim Actions, Motions/Applications/Requests, Notices, Other, Plan, Trustee/US Trustee, Trustee's 341 Filings, File Claims, Creditor Maintenance..., and Order Upload.

Click 'Order Upload' from the Bankruptcy Events screen

### Order Upload Types Screen

The screenshot shows the 'Order Upload for Bankruptcy' screen. It features the same blue navigation bar as the previous screen. Below the navigation bar, the title 'Order Upload for Bankruptcy' is displayed. Two links are provided: Upload Single and Upload Batch.

Choose 'Upload Single' (Only the chapter 13 Trustee will get Batch)

### Case Number Entry Screen

The screenshot shows the 'Upload a Single Order' screen. It features the same blue navigation bar as the previous screens, with a yellow question mark icon in the top right corner. Below the navigation bar, the title 'Upload a Single Order' is displayed. A form is provided for entering the case number. The label 'Case Number' is followed by a text input field containing '04-10435'. To the right of the input field, examples are provided: 'Examples: 99-12345, 1-99-bk-12345 or 1-99-bk-12345'. Below the input field are two buttons: 'Next' and 'Clear'.

Enter the correct case number.

Click 'Next.'

### Associated Document number screen

**ECF** Bankruptcy • Adversary • Query • Reports • Utilities

### Upload a Single Order

[1:04-bk-10435 James C. Sandell and Marvin G. Sandell](#)

**Related Document Number**  Enter the document number of the related matter for which the order is being submitted.

Note: If you don't know the related document number, click on **Next** to continue.

If you know the correct document # add it in the window box, otherwise leave the document number blank at this point and **Click 'Next'**.

### Events Category List

**ECF** Bankruptcy • Adversary • Query • Reports • Utilities

### Upload a Single Order

Select the category to which your event relates:

caseupld  
claims  
cmp  
court  
crditcrd  
cred  
misc  
**motion**  
notice  
order

**Filed**  to

**Documents**  to

Choose the type of event to which this Order applies (Motion). If you do not know the type, you can highlight the entire categories list and it will bring up everything pending. **Click 'Next'**.

## List of Motions without associated Orders

**ECF** Bankruptcy • Adversary • Query • Reports • Utilities • Logout ?

**Upload a Single Order**

Select the appropriate event(s) to which your event relates:

If there were additional Motions on this case- they would also appear here in a list. There would be no checkmarks-you would need to select the correct one.

<input type="checkbox"/>	11/18/2004	<a href="#">2</a>	Application to Pay Filing Fee in Installments Filed by W. Thomas Bible on behalf of Debtor James C. Sandell Jr., Joint Debtor Marvinna G. Sandell (Attachments: # (1) Proposed Order) (tdm, ) (Terminated)
<input type="checkbox"/>	11/19/2004	<a href="#">11</a>	Application for Compensation for W. Thomas Bible , Debtor's Attorney, Period: to , Fee: \$1300.00, Expenses: \$. Filed by Attorney W. Thomas Bible (mlh, ) (Terminated)
<input type="checkbox"/>	11/19/2004	<a href="#">14</a>	Motion to Dismiss Case Filed by Trustee C. Kenneth Still Hearing scheduled 10/21/2004 at 09:00 AM at Courtroom A, Chattanooga, TN. (Attachments: # (1) Proposed Order) (tdm, ) (Terminated)
<input type="checkbox"/>	12/08/2004	<a href="#">17</a>	Trustee's Motion to Dismiss Case Filed by Trustee C. Kenneth Still. Hearing scheduled 1/13/2005 at 09:00 AM at Courtroom A, Chattanooga, TN. (Attachments: # (1) Proposed Order)(kdmt, ) (Terminated)
<input type="checkbox"/>	12/09/2004	<a href="#">18</a>	Trustee's Motion to Dismiss Case Filed by Trustee C. Kenneth Still. Hearing scheduled 12/13/2004 at 09:00 AM at Courtroom A, Chattanooga, TN. (Attachments: # (1) Proposed Order)(kdmt, )
<input type="checkbox"/>	01/10/2005	<a href="#">21</a>	Trustee's Motion to Dismiss Case Filed by Trustee C. Kenneth Still. Hearing scheduled 1/27/2005 at 09:00 AM at Courtroom A, Chattanooga, TN. (Attachments: # (1) Proposed Order)(Still, C.)

Next Clear

Place a checkmark next to the Motion to link it to the Order being uploaded and **Click 'Next'**.

## CM/ECF Order Upload Screen

**Upload a Single Order**

Case Number: 1:04-bk-10435  
 Case Name: James C. Sandell and Marvinna G. Sandell  
 Related Document Number: 22  
 Related Document Description: Motion to Dismiss Case

Order Type (drop down box):   
 Agreed Order  
 Ex Parte (no Hearing Required)  
 Expedited  
 Hearing Held  
**Hearing Scheduled**  
 Suspense (15-Day obj)  
 Suspense (20-Day obj)  
 Suspense (30-Day obj)  
 Order re IRS  
 Wage Order  
 Final Decree  
 Other

Hearing Date: 03/19/02  
 Hearing Date box-hearing date must be entered here.

File to Upload: Browse...  
 Browse Box (upload your order here)

Note: You can only be prepared using 5, your orders will process correctly.

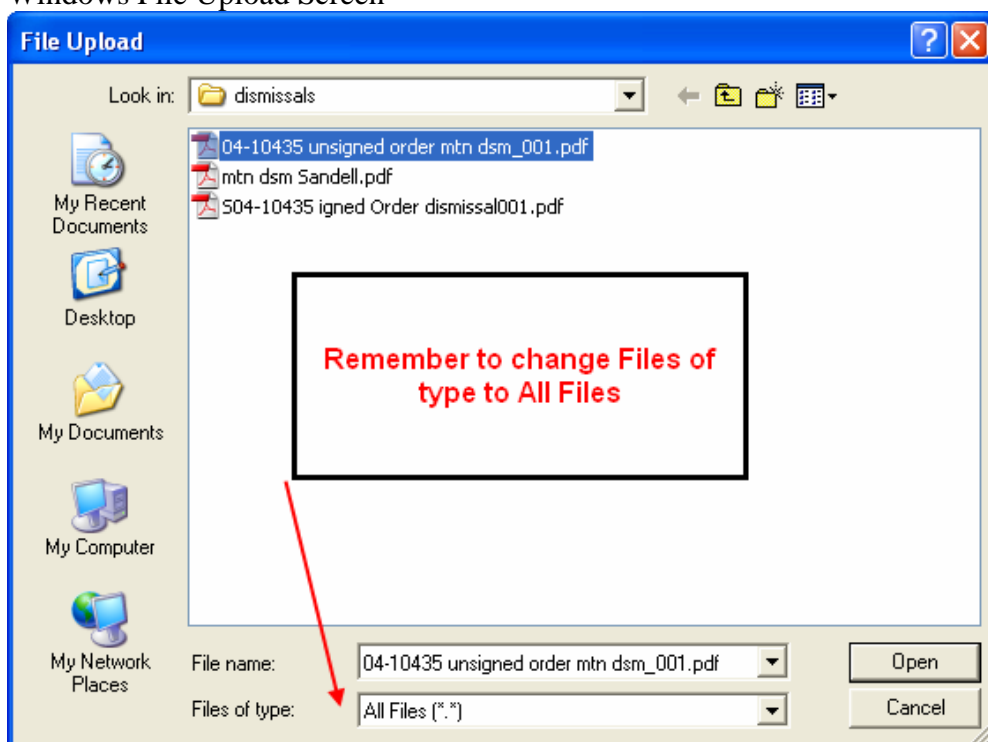
Attention!! Submit

Next Clear

Click **'Browse'** and navigate to the storage location

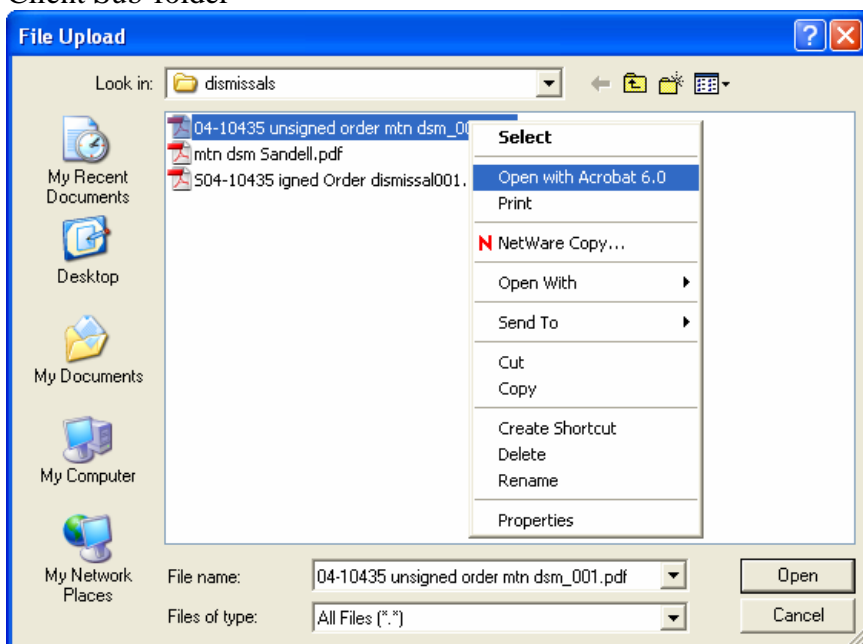
In our Training example, because we scheduled a hearing with our motion, we would select **Hearing Scheduled** from **Order Type** drop down box. Fill in the **Hearing Date** box. **Browse** and select your unsigned order.

## Windows File Upload Screen



Open the Dismissal sub-folder inside the Trustees folder on your desktop. Remember to select All Files (\*.\*) from Files of type drop down box.

## Client Sub-folder



Right-click the Order and choose 'Open' from the shortcut menu.

Adobe Acrobat Preview Window

ALL ORDERS MUST START 4 INCHES FROM  
TOP OF PAGE

UNITED STATES BANKRUPTCY COURT  
EASTERN DISTRICT OF TENNESSEE

In Re:  
James C. Sandell, Jr.  
Marvina O. Sandell

Case No. 04-10435  
Chapter 13

Debtor

ORDER

This case came to be heard upon the trustee's motion to dismiss. It appearing the debtor(s) is in material default of the terms of the Chapter 13 plan heretofore confirmed in this case, it is ORDERED that this case is dismissed. 11 U.S.C. §1307(c);

It is further ORDERED that the Order to Employer or Other Entity to Pay to Trustee is vacated, and the employer or other entity shall cease withholding income for payment to the trustee in this case;

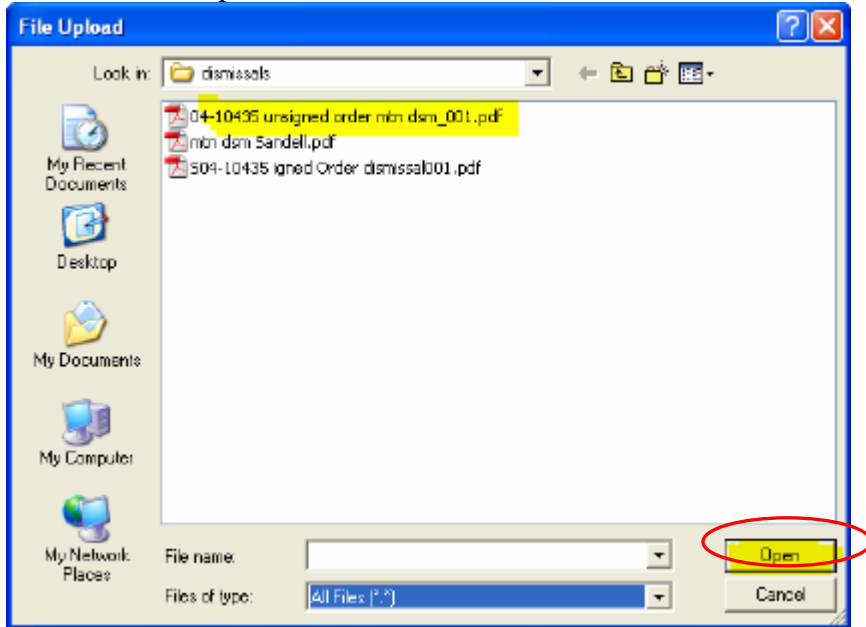
It is further ORDERED that the trustee disburse the balance of funds on hand in accordance with the confirmed plan; and

It is further ORDERED that the trustee file his final report in this case.

\*\*\*

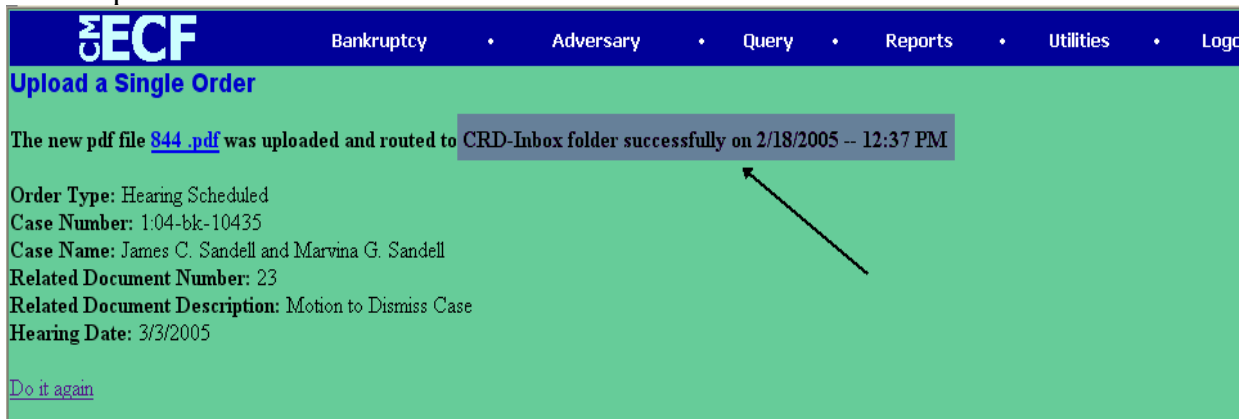
**Scroll down and preview the entire document. Then close this file and minimize Adobe Acrobat.**

## Windows File Upload Screen



Click 'Open' on the Windows File Upload screen

## Order Upload Verification Screen

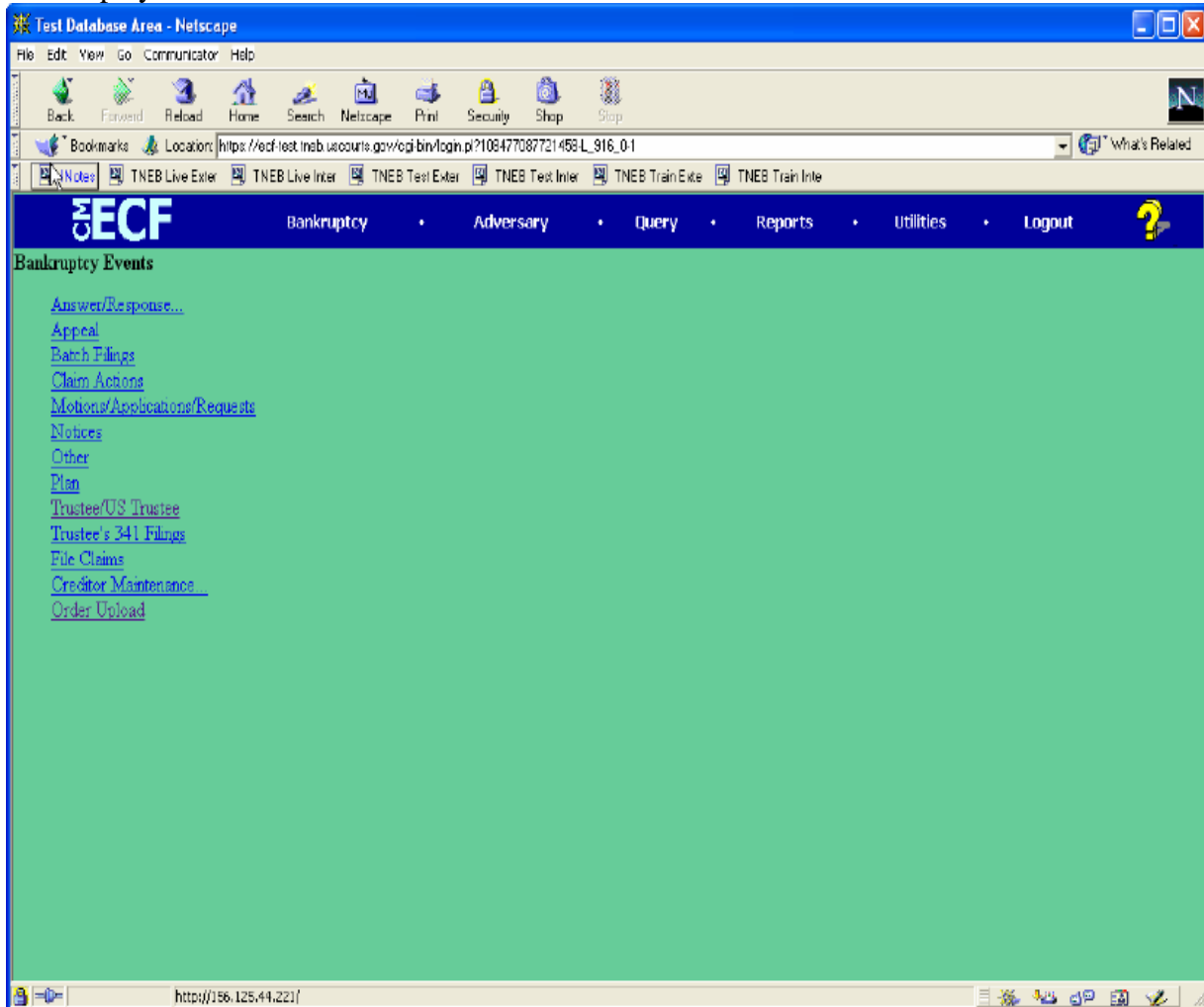


This screen verifies that the order was successfully routed to the Courtroom Deputy's Inbox folder.

(Please note that the Courtroom Deputy's Inbox folder is the appropriate destination for uploading all orders.)

## *File a Claim on Behalf of a Creditor*

### Bankruptcy Events Menu



From the Bankruptcy Events Menu Click 'File Claims'.

### Search for Creditor Screen

The screenshot shows a Netscape browser window titled "Test Database Area - Netscape". The address bar displays the URL: [https://ecf-test.tneb.uscourts.gov/cgi-bin/login.pl?1084770877214584\\_916\\_01](https://ecf-test.tneb.uscourts.gov/cgi-bin/login.pl?1084770877214584_916_01). The page features the ECF logo and a navigation menu with links: Bankruptcy, Adversary, Query, Reports, Utilities, and Logout. The main heading is "Search for Creditor". Below this, there are three input fields: "Case Number" with the value "04-10351", "Name of creditor" (empty), and "Type of creditor" with a dropdown menu set to "Creditor". At the bottom of the form are "Next" and "Clear" buttons.

Verify the case number to which this Claim pertains, then Click 'Next.'

### Creditor List Screen

The screenshot shows the "Select a Creditor for Claim" screen in the ECF Test Database Area. The page displays the case information: "Case 1:04-bk-10351: Reed I Motion". Below this, there is a text box containing the creditor name "Check Info Cash - 102 E. Market Street Chattanooga, TN 37402 - 3554". To the right of this text box is a dropdown arrow, which is circled in red. Below the text box are "Next" and "Clear" buttons. A link labeled "Add Creditor" is also visible.

Click the arrow at the right of the text box and choose the name of the creditor from the drop-down list as shown above.

### Proof of Claim Information Screen

MECF Bankruptcy • Adversary • Query • Reports • Utilities • Logout ?				
Proof Of Claim Information For				
3390 - Associates in Emergency Medicine 5512 Ringgold Road, Suite 210 Chattanooga, TN 37412				
Case Number: 1:04-bk-10351	Claim No:	Amends Claim #:	Duplicates Claim #:	Filed By: <span>Trustee</span>
Last Date To File: 04/12/2005	Last Date To File(Govt): 05/09/2005	Date Filed: 01/07/2005	Late: No	Status:
<b>Amount Claimed</b>				
Unsecured	Secured	Priority	Unknown	Total (Display Only)
<b>Amount Allowed</b>				
Unsecured	Secured	Priority	Unknown	Total (Display Only)
Description:				
Remarks:				
<input type="button" value="Next"/> <input type="button" value="Clear"/>				

- You can Tab through all the blocks.
- Enter Filed by, and under “Amount Claimed” type in the claimed amount in the Unsecured, Secured, Priority or Unknown boxes. Be sure to enter your amount in the **Amount Claimed** not Amount Allowed Box.
- Be sure to change the ‘Filed By’ setting to Trustee.

Click ‘Next’.

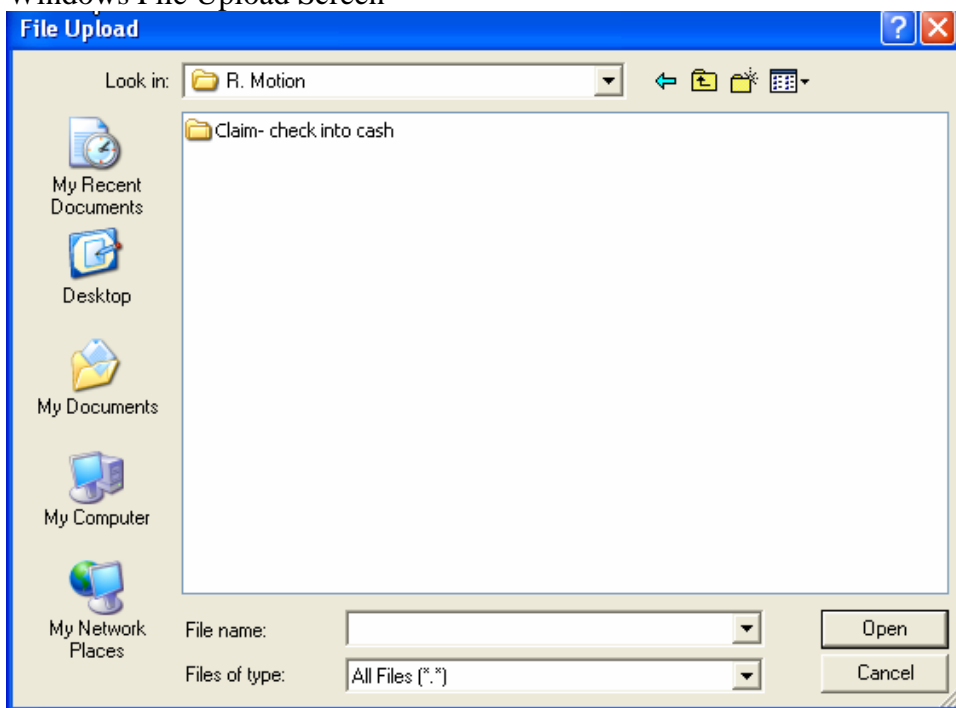
Browse for pdf file screen

MECF Bankruptcy • Adversary • Query • Reports	
Case 1:04-bk-10351	
Select the pdf document (for example: C:\199cv501-21.pdf).	
Filename	
<input type="text"/>	<input type="button" value="Browse..."/>
Attachments to Document: <input checked="" type="radio"/> No <input type="radio"/> Yes	
<input type="button" value="Next"/> <input type="button" value="Clear"/>	

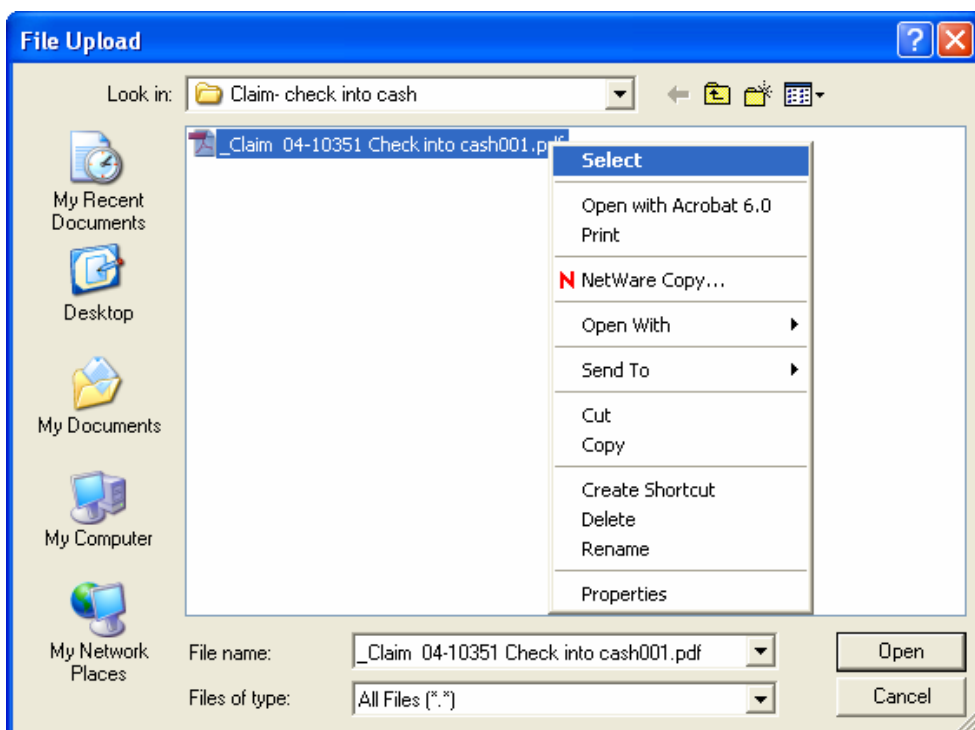
Click ‘Browse’ and navigate to the appropriate file location on your computer.

Click ‘Next’.

## Windows File Upload Screen



Navigate to the 'Motion' file folder inside the Trustee Files folder on your desktop.

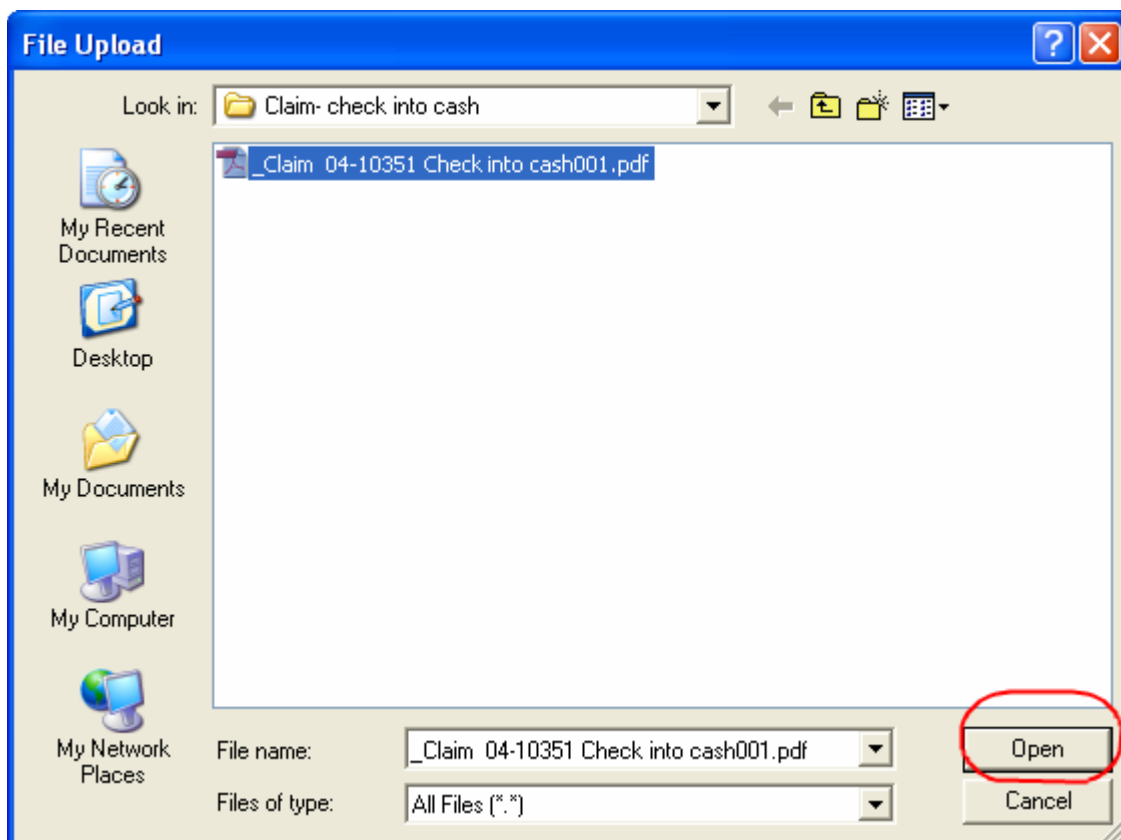


Right-click on the 'Proof of Claim PDF' file and choose 'Open' with Acrobat 6.0 from the shortcut menu.

## File Preview in Adobe Acrobat

Preview the document to make sure it is in its final form. Then close Adobe Acrobat (or close this file-only and then minimize the Adobe Acrobat screen).

FORM B10 (Official Form 10) (4/01)		*FILE CLAIM AND DOCUMENTATION IN DUPLICATE*	
UNITED STATES BANKRUPTCY COURT		PROOF OF CLAIM	
Name of Debtor REED I. MOTTON		Case Number 04-10351	
NOTE: This form should not be used to make a claim for an administrative expense arising after the commencement of the case. A "request" for payment of an administrative expense may be filed pursuant to 11 U.S.C. § 503.			
Name of Creditor (The person or other entity to whom the debtor owes money or property):  Check Into Cash 102 Market Street Chattanooga, TN 37402-3554 Telephone number:		<input type="checkbox"/> Check box if you are aware that anyone else has filed a proof of claim relating to your claim. Attach copy of statement giving particulars. <input type="checkbox"/> Check box if you have never received any notices from the bankruptcy court in this case. <input type="checkbox"/> Check box if the address differs from the address on the envelope sent to you by the court.	
Account or other number by which creditor identifies debtor:		Check here <input type="checkbox"/> replaces a previously filed claim, dated: _____ <input type="checkbox"/> amends: _____	
<b>1. Basis for Claim</b> <input type="checkbox"/> Goods sold <input type="checkbox"/> Services performed <input type="checkbox"/> Money loaned <input type="checkbox"/> Personal injury/wrongful death <input type="checkbox"/> Taxes <input type="checkbox"/> Other _____			
<input type="checkbox"/> Retiree benefits as defined in 11 U.S.C. § 1114(a) <input type="checkbox"/> Wages, salaries, and compensation (fill out below) Your SS #: _____ Unpaid compensation for services performed from _____ (date) to _____ (date)			
<b>2. Date debt was incurred:</b>		<b>3. If court judgment, date obtained:</b>	



Now choose 'Open' from the file upload screen.

## File Upload Screen

Test Database Area - Netscape

File Edit View Go Communicator Help

Back Forward Reload Home Search Netscape Print Security Shop Stop

Bookmarks Location: https://ecf-test.tneb.uscourts.gov/cgi-bin/login.pl?559353691246569-L\_916\_0-1

INotes TNEB Live Exter TNEB Live Inter TNEB Test Exter TNEB Test Inter TNEB Train Exte TNEB Train Inte

**ECF** Bankruptcy • Adversary • Query • Reports • Utilities • Logout ?

Case 1:04-bk-10351

Select the pdf document (for example: CA199cv501-21.pdf).

Filename

R:\Trustee's Folder\R. Motion\Claim Browse...

Attachments to Document: ☒ No ☐ Yes

Next Clear

Document: Done

**If you had any attachments to your claim you would attach them here. Change “Attachments to Document” from “no” to “yes” to attach any documents. For this lesson we will not attach any documents to our claim. Click ‘Next’.**

## Notice of Electronic Filing

U.S. Bankruptcy Court Eastern District of Tennessee	
Notice of Electronic Claims Filing	
The following transaction was received from Still, C. on 1/10/2005 at 10:55 AM EST	
Case Name:	Reed I Motion
Case Number:	<a href="#">104-bk-10351</a>
Creditor Name:	Check Into Cash 102 E. Market Street Chattanooga, TN 37402
Claim Number:	<a href="#">9</a>
Total Amount Claimed:	
The following document(s) are associated with this transaction:	
Document description: Main Document	
Original filename: R:\Trustee's Folder\R. Motion\Claim- check into cash\_Claim 04-10351 Check into cash001.pdf	
Electronic document Stamp: [STAMP bkecfStamp_ID=1046181277 [Date=1/10/2005] [FileNumber=51762-0] [0b99c0531fb6f79966a416be16f95e938b6bea4d91c02c04598bfe30e7784f3dc9dd dd86ffe3ed3acb10ba42bc1fc2ed3422d89c697d2a6d5d0947206d49de2]]	

**Scroll through the Notice of Electronic Filing. You may wish to print or save this screen as demonstrated earlier.**

## Trustee's 341 Filing

1. **Select:** Bankruptcy>Trustee's 341 Filing
2. **Enter:** The appropriate 341 calendar date

The screenshot shows the 'Trustee's 341 Filings' page in the ECF system. At the top, there is a navigation bar with links: Bankruptcy, Adversary, Query, Reports, Utilities, and Logout. Below this, the page title is 'Trustee's 341 Filings'. There is a 'Date:' label followed by a text input field (which is highlighted with a red box) and a 'Calendar' button. Below the date field are 'Next' and 'Clear' buttons. A red arrow points to the 'Date' input field.

All cases set for the 341 calendar date entered will appear on the screen.

The screenshot shows the 'Trustee's 341 Filings' page with a list of cases. The page header includes the ECF logo and navigation links. The main heading is 'U.S. Bankruptcy Court Eastern District of Tennessee Trustee Thomas E. Ray Date: 4/15/2005 Report of No-Distribution and 341 Meeting 341 Meeting Held'. Below this is a table with columns: Case No., No Action, Held, 341 Meeting Held, Continue To, Date, Time, and AM/PM. The table lists six cases, each with a radio button in the 'No Action' column. At the bottom are 'Submit' and 'Clear' buttons.

Case No:	No Action	Held	341 Meeting Held	Continue To	Date	Time	AM/PM
<a href="#">1:05-bk-10109 Mary Tyler Moore</a>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<a href="#">1:05-bk-10110 Desi Arnez and Lucille Arnez</a>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<a href="#">1:05-bk-10111 Patty Duke</a>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<a href="#">1:05-bk-10112 Perry Mason</a>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<a href="#">1:05-bk-10113 John Travolta and Kelly Travolta</a>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<a href="#">1:05-bk-10114 Tracy Spencer and Katharine Hepburn</a>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

This screen acts as the "tracer" for 341 meetings. It always **Defaults** to “**No Action**”. 341 Meetings scheduled for this date remain on this screen until one of several actions is filed in ECF.

3. **Select** (1) radio button for each case.  
ECF will not permit more than one selection.

### No Action

#### What it Does

If the other 3 options are not applicable, then leave as “**No Action**” and case will remain on trustee’s list.

### EXAMPLES FOR USE

#### When to Use

341 to be continued generally (no date certain)  
OR 341 not held; One or both debtors did not appear.

## **Report of No Distribution And 341 Meeting Held:**

### What it Does

Removes case from this list.

The following text only docket text entry is created:

### **341 MEETING HELD and TRUSTEE'S REPORT OF NO DISTRIBUTION:**

Trustee of this estate reports that the trustee has neither received any property nor paid any money on account of this estate except exempt property; the trustee has made diligent inquiry into the financial affairs of the debtor(s) and the location of property belonging to the estate; and there is no property available for distribution from the estate over and above that exempted by law. Further, pursuant to the provisions of the Bankruptcy Code, the Trustee hereby abandons all property of the estate set forth on Schedules A and B as burdensome or of inconsequential value to the estate. 11 U.S.C. 544. Pursuant to FRBP5009, trustee certifies that the estate of the debtor(s) has been fully administered. Trustee requests that this report be approved and that he/she be discharged from any further duties as Trustee. (Ray, Thomas) (Entered: 03/10/05)

## **341 Meeting Held**

### What it Does

Removes case from this list

## **Continue To**

### What It Does

Removes Case From This List and Puts It on New List

The following text only docket entry is created:

- **Meeting of Creditors Continued on (date you select) at (time you select) at (location of originally scheduled 341 meeting)**

## ***Reports and Queries***

Case information can be obtained by a series of Reports and Queries available in CM/ECF. The following is a brief look at three of the more common reports: Cases Report, Docket Report, and the Claims Register. The logical arrangement of menus in CM/ECF makes working with Reports and Queries very user-friendly.

### ***Cases Report***

This lesson describes the Cases Report and how it can be generated. The Cases Report presents information from the court's database with a variety of selection criteria for case management and tracking.

Internet users will access CM/ECF through PACER and will use two sets of logins and passwords; one for CM/ECF filing and the other for PACER access to queries and reports. (*Note: Using your actual PACER login while in training does not incur PACER fees.*)

### CM/ECF Main Menu



STEP 1 Click on the Reports hyperlink on the CM/ECF Main Menu

### Reports Menu Screen



The REPORTS screen displays with a list of reports that can be generated.

- Click on the Cases hyperlink.



## Cases Report Selection Screen



Set the report criteria as desired to limit your search results.

**CASES REPORT** selection screen displays.

You can limit the amount of information presented on reports by making selections in the list boxes and typing values in the text boxes on this screen. These are fairly easy to use. Preview the choices available in each of the drop-down boxes, but leave the default settings as shown above.

- The **[Clear]** button will reset all fields to their default values.
- Let's leave the default settings and click **"Run Report"**.

## Cases Report Result Screen

<div>  <div> <a href="#">Query</a> <a href="#">Reports</a> <a href="#">Utilities</a> <a href="#">Logout</a>  </div> </div>						
<div> <b>Cases Report for 2/18/2005</b>  <b>U.S. Bankruptcy Court</b>  <b>Eastern District of Tennessee</b> </div>						
Case No. Related Case Info	Typ	Ch	Party Info	Judge Trustee	Dates	Other Info
<a href="#">1.05-bk-10102</a>	bk	13	Max Cleveland	Stinnett Still	<i>Filed:</i> 02/18/2005 <i>Entered:</i> 02/18/2005	<i>Office:</i> Chattanooga <i>Asset:</i> Yes <i>Fee:</i> **Pick One** <i>County:</i> Hamilton
<a href="#">1.05-bk-10103</a>	bk	13	Gary George and Karen George	Cook Still	<i>Filed:</i> 02/18/2005 <i>Entered:</i> 02/18/2005	<i>Office:</i> Chattanooga <i>Asset:</i> Yes <i>Fee:</i> Installment <i>County:</i> Hamilton
<a href="#">1.05-bk-10104</a>	bk	13	Sara Daniels	Cook Still	<i>Filed:</i> 02/18/2005 <i>Entered:</i> 02/18/2005	<i>Office:</i> Chattanooga <i>Asset:</i> No <i>Fee:</i> Paid <i>County:</i> Hamilton
<a href="#">1.05-bk-10105</a>	bk	13	Deno Martin	Stinnett Still	<i>Filed:</i> 02/18/2005 <i>Entered:</i> 02/18/2005	<i>Office:</i> Chattanooga <i>Asset:</i> No <i>Fee:</i> Paid <i>County:</i> Hamilton
<a href="#">1.05-bk-10106</a>	bk	13	Brenda Harris	Cook	<i>Filed:</i> 02/18/2005	<i>Office:</i> Chattanooga

The **CASES REPORT** displays.

- Clicking on any of the Case Number hyperlinks will display the **DOCKET SHEET** screen, allowing you to enter criteria for generating the Docket Report.

## ***Docket Report***

This lesson describes the public Docket Report, sometimes called a Docket Sheet, and how it can be generated.

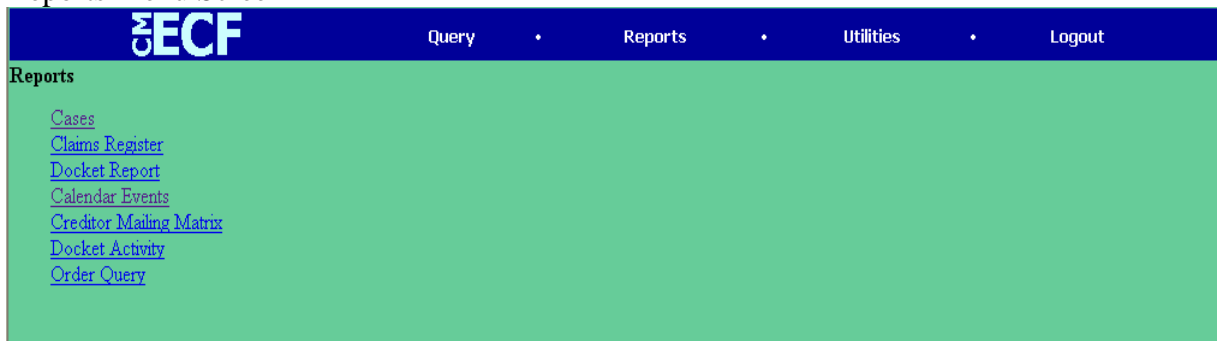
***Internet users will access CM/ECF through PACER and will use two sets of logins and passwords; one for CM/ECF filing and the other for PACER access to queries and reports.***

### CM/ECF Main Menu



Click on the Reports hyperlink on the CM/ECF Main Menu.

### Reports Menu Screen



The **REPORTS** screen displays, with a list of reports that can be generated.

- Click on the Docket Report hyperlink.

## PACER Login Screen

### ECF/PACER Login

**Notice**  
This is a **Restricted Web Site** for Official Court Business only. Unauthorized entry is prohibited and subject to prosecution under Title 18 of the U.S. Code. All activities and access attempts are logged.

**Instructions**  
Enter your ECF login and password for electronic filing capabilities. If you do not need filing capabilities, enter your PACER login and password. If you do not have a PACER login, contact the PACER Service Center to establish an account. You may register online at <http://pacer.psc.uscourts.gov> or call the PACER Service Center at (800) 676-6856 or (210) 301-6440.

An access fee of **\$.08** per page (rate increase effective January 1st, 2005), as approved by the Judicial Conference of the United States, will be assessed for access to this service. All inquiries will be charged to your PACER login that is kept on file. If you do not need filing capabilities, enter your PACER login and password. The Client code is provided to the PACER user as a means of tracking transactions by client. This code can be up to thirty two alphanumeric characters long.

**Authentication**  
Login:   
Password:   
client code:

LoginClear

*CM/ECF has been tested and works correctly with Netscape 4.6x, Netscape 4.7x and Internet Explorer 5.5.*

- **NOTE:** Access to any CM/ECF queries or reports by non-court users must be through the Public Access to Court Electronic Records (PACER) program. If you have not done so already, you must register with the PACER Service Center to be given a login and password. Note the information that is provided to users on the screen above.
- Enter your PACER **Login** and **Password**. (These fields are case sensitive).
- Enter the **Client Code** (optional). This optional field is used for billing by PACER users. The data will be included in PACER billing reports.

Click 'Login'.

## Docket Selection Screen

The screenshot shows the ECF Docket Sheet form. At the top is a dark blue header with the ECF logo on the left and navigation links for Bankruptcy, Adversary, Query, and Reports in the center. Below the header, the title "Docket Sheet" is displayed in blue. The form area has a light green background. It contains several input fields: a "Case number" field with the value "04-10359", radio buttons for "Filed" (selected) and "Entered", two empty text boxes separated by "to", and another set of two empty text boxes separated by "to" under the "Documents" label. There are two checkboxes: "Include terminated parties" (checked) and "Include links to Notice of Electronic Filing" (unchecked). Below these are radio buttons for "HTML" (selected) and "Text". A "Sort by" dropdown menu is set to "Oldest date first". At the bottom are two buttons: "Run Report" and "Clear". A dashed rectangular box on the right side of the form contains instructional text.

**ECF** Bankruptcy • Adversary • Query • Reports

**Docket Sheet**

Case number 04-10359

☒ Filed  to

☐ Entered

Documents  to

☒ Include terminated parties  
☐ Include links to Notice of Electronic Filing

☒ HTML  
☐ Text



Sort by Oldest date first ▼

Run Report Clear

You can limit the amount of information presented on reports by making selections in the list boxes and typing values in the text boxes on this screen. Preview the choices available in each of the drop-down boxes, but leave the default settings as shown.

After entering your criteria, click on the [Run Report] button.

## Docket Report

 <a href="#">Bankruptcy</a> • <a href="#">Adversary</a> • <a href="#">Query</a> • <a href="#">Reports</a> • <a href="#">Utilities</a> • <a href="#">Logout</a> 		
<b>U.S. Bankruptcy Court</b> <b>Eastern District of Tennessee (Chattanooga)</b> <b>Bankruptcy Petition #: 1:04-bk-10359</b>		
<i>Assigned to:</i> Judge R. Thomas Stinnett Chapter 7 Voluntary No asset		<i>Date Filed:</i> 11/08/2004
<b>Sam Helton</b> 123 Any Street Chattanooga, TN 37402 SSN: xxx-xx-1234 <b>Debtor</b>		
<b>Scott N. Brown, Jr.</b> Spears, Moore, Rebman & Williams 801 Broad Street P. O. Box 1749 Chattanooga, TN 37401 423-756-7000 <b>Trustee</b>		
Filing Date	#	Docket Text
11/08/2004	<a href="#">1</a>	Chapter 7 Voluntary Petition . Fee Amount \$209 Filed by Sam Helton . Schedule B due 11/23/2004. Schedule G due 11/23/2004. Schedule H due 11/23/2004. Incomplete Filings due by 11/23/2004. (gnh, ) (Entered: 11/08/2004)
11/15/2004	<a href="#">2</a>	First Meeting of Creditors with 341(a) meeting to be held on 12/15/2004 at 09:00 AM at Basement Room 18, Chattanooga, TN. Objections for Discharge due by 02/14/2005. Objections for Dischargeability due by 02/14/2005. (gnh, ) (Entered: 11/15/2004)

The **DOCKET REPORT** displays:  
 (See discussion below)

## Docket Report Features

- Clicking on a “blue” document number hyperlink from the docket report will first display a transaction receipt indicating a billable amount if the user decides to accept the charges and view the PDF document.
- **NOTE:** The opportunity to review charges **FIRST** applies to PDF documents only.
- If you choose to accept the charges, click on the **[View Document]** button to view the associated PDF document and the selected document will be displayed.
- After viewing the PDF document, either click on the **[Back]** icon of your Internet browser’s tool bar or close Acrobat Reader to return to the previously displayed screen.  
**NOTE:** DO NOT exit out of your document reader by using the Close “X” button at the top-right corner of your screen. This will exit you out of CM/ECF.
- A separate Transaction Receipt will be displayed at the end of the docket report indicating the number of billable pages for the report.

Clicking on the various links on this Report will take you to the various documents in this case.

**Note:** Your PACER login and password must not be confused with the court assigned CM/ECF login and password that is used for filing.

## Claims Register

You can view the claims filed in a particular case from the Claims Register Report as follows:

### Reports Menu





Click 'Claims Register' from the Reports Menu.

## Claims Register Query Screen

Fill in the case number and any additional criteria such as date range or claim number. Note: More information will narrow the search resulting in fewer results.

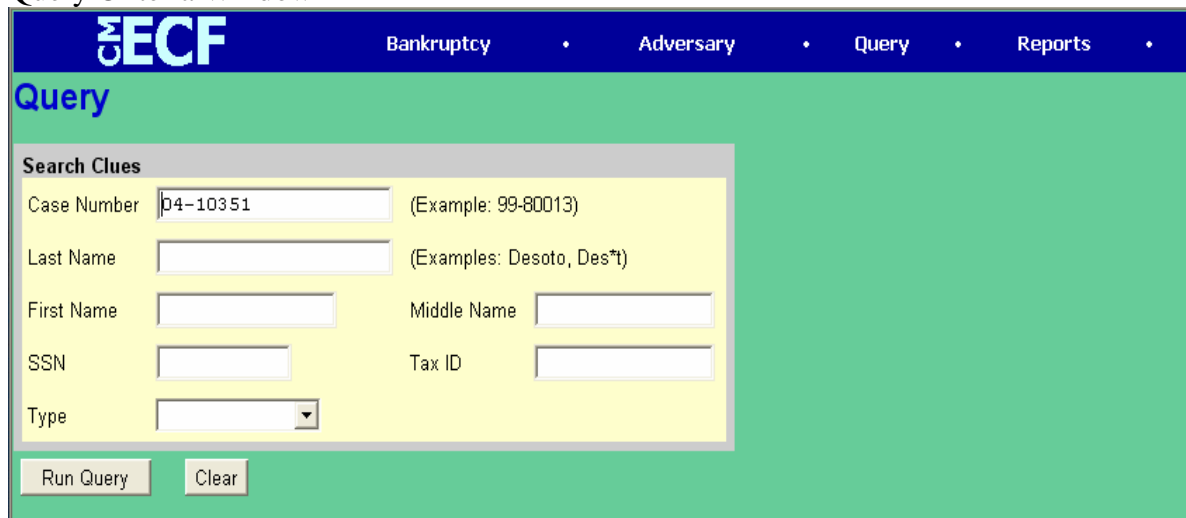
## Claims Register Screen

 Bankruptcy • Adversary • Query • Reports • Utilities • Logout 			
<b>Eastern District of Tennessee</b> <b>Claims Register</b> <a href="#">1:04-bk-10351 Reed I Motion</a> Judge R. Thomas Stinnett Debtor Name: MOTION, REED I			
<b>Claim No:</b> <a href="#">7</a>	Creditor Name: Check Into Cash 102 E. Market Street Chattanooga, TN 37402		Last Date to File Claims: 04/12/2005 Last Date to File (Govt): 05/09/2005 Filing Status: Docket Status: Late: N
Claim Date: 12/09/2004	Amends Claim No: Amended By Claim No:		Duplicates Claim No: Duplicated By Claim No:
<b>Class</b>	<b>Amount Claimed</b>	<b>Amount Allowed</b>	
<b>Total</b>			
Description:			
Remarks:			
<b>Claim No:</b> <a href="#">8</a>	Creditor Name: Check Into Cash 102 E. Market Street Chattanooga, TN 37402		Last Date to File Claims: 04/12/2005 Last Date to File (Govt): 05/09/2005 Filing Status: Docket Status: Late: N
Claim Date: 12/09/2004	Amends Claim No: Amended By Claim No:		Duplicates Claim No: Duplicated By Claim No:
<b>Class</b>	<b>Amount Claimed</b>	<b>Amount Allowed</b>	
Unsecured	\$500.00		
<b>Total</b>	<b>\$500.00</b>		
Description:			
Remarks:			
<b>Claims Register Summary</b>			
Case Name: Reed I Motion Case Number: 1:2004-bk-10351 Chapter: 13 Date Filed: 11/08/2004 Total Number Of Claims: 2			
	<b>Total Amount Claimed</b>	<b>Total Amount Allowed</b>	
Unsecured	\$500.00		
Secured			
Priority			
Unknown			
Administrative			
<b>Total</b>	<b>\$500.00</b>		

Each of the claims meeting the criteria you entered above is presented with links to the actual claim form and all exhibits. The bottom of the screen shows the sum of each category (e.g. Secured, Unsecured, etc.) for the claims meeting these criteria.

## Case Queries

### Query Criteria Window



The screenshot shows the ECF (Electronic Case Filing) system interface. At the top is a blue navigation bar with the ECF logo and menu items: Bankruptcy, Adversary, Query, and Reports. Below the navigation bar is a green header area with the word "Query" in blue. The main content area is a yellow box titled "Search Clues". Inside this box are several input fields: "Case Number" (containing "04-10351" with an example "99-80013"), "Last Name" (with examples "Desoto, Des\*t"), "First Name", "Middle Name", "SSN", "Tax ID", and "Type" (a dropdown menu). At the bottom of the yellow box are two buttons: "Run Query" and "Clear".

**Click 'Query' on the Blue Menu Bar and enter the case # or other information for the case you are interested in, and then click on 'Run Query'. (For our in-class example- enter case #04-10351 and leave other settings blank).**

## Query Criteria Links

The screenshot displays the ECF system interface. At the top, a blue navigation bar contains the ECF logo and links for Bankruptcy, Adversary, Query, Reports, Utilities, and Logout. Below this, a green header area displays the case number **1:04-bk-10351** and the title **Reed I Motion**. The case details section shows: **Case type:** bk **Chapter:** 13 **Asset:** Yes **Vol:** v **Judge:** R. Thomas Stinnett. The filing history section lists: **Date filed:** 11/08/2004 **Plan confirmed:** 11/08/2004 **Date discharged:** 11/08/2004 **Date of last filing:** 12/10/2004. A 'Query' section is followed by a list of blue underlined links: [Alias](#), [Associated Cases](#), [Attorney](#), [Case File Location](#), [Case Summary](#), [Creditor](#), [Deadline/Schedule](#), [Docket Report ...](#), [Filers](#), [History/Documents](#), [Judge](#), [Notice of Bankruptcy Case Filing](#), [Party](#), [Related Transactions](#), [Status](#), and [Trustee](#).

**Click on any of the links to view the associated information about this case.  
(Explore several of the links now- clicking the Browser 'Back' button to return to this screen.)**